



# NORTHWEST FIRE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS  
COMMUNITY AND THE TOWN OF MARANA

*PROUD TO BE ACCREDITED BY THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL*

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



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## REGULAR MEETING AGENDA

**Northwest Fire District Training Facility  
5125 W. Camino de Fuego  
Tucson, Arizona**

**Tuesday, July 26, 2016  
06:00 PM**

The Northwest Fire District Governing Board will meet in Public Session for a Regular Meeting on July 26, 2016, at 6:00 PM, in Building A of the Northwest Fire District Training Facility Located at 5125 W. Camino de Fuego, Tucson, AZ.

The following topics will be subject to Governing Board consideration, discussion, approval, or other action. All items on the agenda are set for possible action.

The order of the Agenda may be changed by order of the Board.

- I. Call to Order/Roll Call/Affirmation of Quorum**
- II. Salute to the Flag of the United States of America**
- III. Presentation of Service Awards**
- IV. Public Forum**

Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Governing Board files. Those wishing to address the Governing Board should complete a Citizen Information Card prior to the meeting being called to order. The Governing Board is required under law to accept any materials presented. At the conclusion of the public forum, individual Board Members may respond to criticism made by those individuals who have addressed the Governing Board and may ask staff to review a matter and place it on a future agenda. However, Board Members may not discuss or take action on a matter raised during a call to the public, that is not already on the agenda, and are not obligated to comment upon materials or presentations made by the public.

- V. Consent Agenda**

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any

resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

- A. Approval of the Minutes of the June 23, 2016, Special Governing Board Meeting
- B. Approval of the Minutes of the June 28, 2016, Regular Governing Board Meeting
- C. Adoption of Resolution 2016-040 Ordering the Greenberg Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 3420 W. Moore Road and is North of Moore Road and East of Thornydale Road in Pima County, Arizona
- D. Approval of the Purchase of 20 Getac V110 Notebook Computers Using Capital Funds Not to Exceed \$88,169.11
- E. Approval to Authorize Staff to Release Request for Proposals (RFP) No. 1605 to Purchase Pharmaceutical and Supply Dispensary Equipment

**VI. Reports and Correspondence**

**A. Fire Chief's Report**

This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.

**B. Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

## **VII. Business**

- A. Discussion and Possible Action Approving the Award Request for Proposals (RFP) No. 1603 Regarding Fire Rescue Uniform Items
- B. Discussion and Possible Action Approving Issuance of RFQ 1604, Requesting a Statement of Qualifications for Collection Services

## **VIII. Future Agenda Items**

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

## **IX. Adjournment**

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George Carter, Board Chair

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather D'Amico, by calling 887-1010, ext. 2905, before the meeting.

Posted July 21, 2016



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

### MEMORANDUM NO. 2016-126

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**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval of Consent Agenda

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#### **RECOMMENDATION:**

Approve the consent agenda as presented

#### **MOTION:**

Move to approve items A through E on the July 26, 2016, Consent Agenda as presented.

#### **DISCUSSION:**

Use of the Consent Agenda can help streamline the meetings by saving time on routine items allowing more time for in depth discussion of items such as the Budget. Attached to this memo you will find a packet for each item on the Consent Agenda. If the Governing Board wants to treat any item as a regular agenda item, the item can be considered under the Business section. For ease of procedure, if the Board has amendments to the meeting minutes (Item A), that might be handled separately before moving on to the rest of the Consent Agenda items.

If an individual item(s) is selected for removal from the Consent Agenda, the above motion could be modified to approve that item(s) under Business.

#### **FISCAL IMPACT:**

None

#### **ALTERNATIVES:**

Move items to Business for further discussion and individual vote, approve only selected items, or table items

**Northwest Fire District Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED****MEMORANDUM NO. 2016-127**

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**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval of the Minutes of the June 23, 2016, Special Governing Board Meeting

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**RECOMMENDATION:**

Approve the minutes

**MOTION:**

Move to approve the minutes of the June 23, 2016, special meeting.

**DISCUSSION:**

The minutes of the June, 2016, special meeting are attached for review.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

Approve the minutes with revisions or do not approve the minutes

**ATTACHMENTS:**

- Minutes 6-23-16 (PDF)



# NORTHWEST FIRE DISTRICT

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PROUD TO BE ACCREDITED BY THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL

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## Minutes of the Northwest Fire District Governing Board Special Meeting June 23, 2016

# DRAFT

### I. Call to Order/Roll Call/Affirmation of Quorum

Attendee Name	Title	Status	Arrived
George Carter	Chairman	Present	
Bruce A. Kaplan	Vice Chair	Present	
Tim Clayton	Board Clerk	Excused	
David Talas	Board Member	Present	
Peg Green	Board Member	Present	

### II. Salute to the Flag of the United States of America

George Carter led the Pledge of Allegiance to the Flag.

### III. Presentation of Service Awards

The following NWFD employees received recognition for the following awards:

- David Gephart and the Finance Division were recognized by the Government Finance Officers Association (GFOA) for Excellence in Financial Reporting for 9<sup>th</sup> year in a row.
- Firefighter Paramedic Lucas Anderson and Firefighter EMT Daniel Zamora were recognized in May as the region's ALS and BLS Providers of the Year by Banner University Medical Center.

### IV. Public Forum

No members of the public requested to speak at this time.

### V. Consent Agenda

No consent items were included in the packet; there was no discussion.

### VI. Reports and Correspondence

#### A. Fire Chief's Report

**This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community**

**DRAFT**

**Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.**

No reports were included in the packet; there was no discussion.

**B. Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

**VII. Business**

**A. Information and Discussion on an Overview of the Bond Advisory Committee to Include the Overarching Objective, Team Make-Up, Process and Discussion Topics, Proposed Projects and Estimated Costs, the Bond Committee's Pending Recommendation, and the Potential Affects on the District's Tax Rate**

Community Affairs Manager, Trina Motto, provided an overview of the Bond Committee. She stated the Bond Committee was established on March 22, 2016 by the NWFD Governing Board and was originally comprised of seven members. Jania Arnoldi was nominated Chair and Jason Stumm was nominated Vice-Chair. Mrs. Motto provided brief introductions of the Committee members and their various associations with the NWFD. The Bond Committee started with seven members and finished with six: Bonnie Medler, a NWFD resident, resigned due to an unforeseen change in her work schedule. Marsha Johnson, an NWFD resident, was brought in to replace Ms. Medler. At the second to last meeting of the Bond Committee, David Yamada advised the Committee he had accepted a job offer out of state and could no longer serve on the Committee. This announcement came too late in the process to replace Mr. Yamada.

The Bond Committee met every two weeks for approximately 2 hours over the course of two and a half months. The first meeting was held on April 6th and the following items were discussed: the Bond Committee's expectations, Open Meeting Law (OML) training (presented by Thomas Benavidez), historical perspectives of bonded projects and the reasons why the District is looking into bond projects. The next meeting was held on April 20th and the following items were discussed: accreditation, SOC, Strategic Plan and fire station locations. On May 4th, the Committee was presented with information regarding development in and around District, an overview on how the District operates from stations, response models, projected costs and the needs of the District. On May 18th, the following items were discussed: the bond process, the financial environment, the election process (presented by Paul Ulan), and a sense of where the Committee stands. The last meeting was held on June 1st and the following items were discussed: bond funded projects and their estimated costs, past elections results and current polling/results of District residents.

**DRAFT**

Mrs. Motto provided an overview of potential six bond-funded projects. Information regarding those projects and costs were included in the packet with details covered in subsequent agenda items. The Bond Committee will provide their recommendation to the Governing Board at the June 28th meeting for a total of \$23.6 million. A brief discussion followed regarding the timeline on bond projects.

**B. Information and Discussion on Growth Potentials in and Around the Northwest Fire District to Include Zoning, Projected Growth, and Development Opportunities as Presented by Ryan Mahoney, Planning Director with the Town of Marana**

Ryan Mahoney, Director of Planning for the Town of Marana, was present to discuss growth potentials in and around the District. He discussed development opportunities and projected growth in the following areas:

- Dove Mountain West
- Tangerine Corridor
- Twin Peaks and I-10
- Ina and I-10
- Saguaro Bloom

A brief discussion followed regarding data collection after development is complete.

**C. Presentation and Discussion of Projected Station Development Needs and Response Reliability Associated with the Bond Issuance Proposal**

Assistant Chief Brad Bradley provided a presentation on projected station development and response reliability. The following items were discussed:

- Station 37 relocation and response times
- Station 39 and current travel times scenario
- Dove Mountain West station and projected growth
- Station 40 and response areas/times
- Stations 41 and 42
- Station 31 remodel
- Land donation/ property location
- Administration Center: building and process

A brief discussion followed regarding Station 39 and call volume.

**D. Discussion, Presentation, and Overview of Past Election Results, Demographics of District Voters, and Current Polling of District Residents**

Paul Ulan was present to discuss past election results, demographics of District voters, and current polling of District residents. The following items were discussed:

- Methodology
- Demographics
- Right direction- wrong track
- Level of property taxes
- Non-emergency services

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**DRAFT**

- How the District is funded
- Support for 21m bond
- Support or oppose a 15m packet
- Likelihood support for 21m bond
- Length of residency
- Vote by: age, level of education, and gender
- Own or rent
- Positive results

In response to Board Member Green's question, Paul stated \$21 million was polled for instead of \$23.6 million because there was not a good scope of the projects at that time due to a compressed time frame. He stated the remaining is merely interest.

**VIII. Future Agenda Items [A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).]**

This item allows an *individual* Governing Board member to recommend item(s) to be placed on future agendas. The Board will not discuss the item(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item(s).

No items were presented at this time.

**IX. Adjournment**

George Carter made the following motion, seconded by Peg Green and approved unanimously with four ayes:

MOVE TO ADJOURN THE MEETING AT 8:02 P.M.

Minutes approved by the Northwest Fire District Board at its July 26, 2016, Regular Governing Board Meeting.

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Tim Clayton, Board Clerk

**Northwest Fire District Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED****MEMORANDUM NO. 2016-128**

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**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval of the Minutes of the June 28, 2016, Regular Governing Board Meeting

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**RECOMMENDATION:**

Approve the minutes

**MOTION:**

Move to approve the minutes of the June 28, 2016, regular meeting.

**DISCUSSION:**

The minutes of the June, 2016, regular meeting are attached for review.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

Approve the minutes with revisions or do not approve the minutes

**ATTACHMENTS:**

- Minutes 6-28-16 (PDF)



# NORTHWEST FIRE DISTRICT

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## Minutes of the Northwest Fire District Governing Board Regular Meeting June 28, 2016

# DRAFT

### I. Call to Order/Roll Call/Affirmation of Quorum

Attendee Name	Title	Status	Arrived
George Carter	Chairman	Excused	
Bruce A. Kaplan	Vice Chair	Present	
Tim Clayton	Board Clerk	Excused	
David Talas	Board Member	Present	
Peg Green	Board Member	Present	

### II. Salute to the Flag of the United States of America

Bruce Kaplan led the Pledge of Allegiance to the Flag.

### III. Presentation of Service Awards

Marie West was recognized for receiving a Certificate of Special Congressional Recognition from U.S. Rep Martha McSally, Arizona 2<sup>nd</sup> Congressional District, in honor of being named a Finalist in the 2016 Women of Influence Awards.

### IV. Public Forum

Gary Watson, President of Local Union 3572, was present to answer any questions. He will be presenting on Business item "G".

### V. Consent Agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

### Approval of Consent Agenda

Bruce Kaplan made the following motion, seconded by Peg Green and approved with three ayes:

MOVE TO APPROVE ITEMS A THROUGH K, PLUS ITEMS I AND J FROM THE BUSINESS AGENDA, ON THE JUNE 28, 2016, CONSENT AGENDA AS PRESENTED.

#### A. Approval of the Minutes of the May 24, 2016, Regular Governing Board Meeting

**DRAFT**

- B. Adoption of Resolution No. 2016-026 Ordering the Lam Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Identified as Parcel Numbers 21601002W, 216011002Y, 21601002X and Are Located West of Camino De Oeste and South of Camino De Manana in Pima County, Arizona**
- C. Adoption of Resolution No. 2016-027 Ordering the Dos Picos LLC Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Identified as Parcel Numbers 11608007B, 11608007C, 11608009A, 11609008A and Are Located South of Anklam Road and West of Resort Hills Place in Pima County, Arizona**
- D. Adoption of Resolution No. 2016-028 Ordering the Arendt Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Located at 3742 W. Estate Hills Place and 3710 W. Estate Hills Place and Are South of Anklam Road and North of Resort Hills Place in Pima County, Arizona**
- E. Adoption of Resolution No. 2016-029 Ordering the Del Webb at Dove Mountain IV, Lots 235 through 343, Block "1" Inclusive of Common Areas "A" (Open Space/Drainage), Including the Extensions of N. Rim Trail, W. River Trail and W. Cape Final Trail, "B" (Open Space), and "C" (Open Space/Public Sewer) Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located Near Del Webb Trail and Dove Mountain Boulevard in Marana, Pima County, Arizona**
- F. Adoption of Resolution No. 2016-030 Ordering the Landmark Title Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Identified by Parcel Numbers 21834377C and 21834226N and Are Located South of Dove Mountain Boulevard in Marana, Pima County, Arizona**
- G. Adoption of Resolution No. 2016-033 Calling for the Election of Three Governing Board Member Positions as Part of the November 8, 2016, General Election**
- H. Adoption of Resolution No. 2016-034 Approving the Cooperative Intergovernmental Agreement Between the Arizona State Forestry Division and the Northwest Fire District and the State Forester's Cooperative Fire Rate Agreement Between the Arizona State Forestry Department and the Northwest Fire District for the Period of April, 2016 through March 2018**
- I. Adoption of Resolution No. 2016-035 Renewing the Intergovernmental Agreement Between the Northwest Fire District and Pima County Community College District for the Purposes of Credentialing District Training Programs and Paramedic Certification Training**
- J. Adoption of Resolution 2016-038 Ordering the Marana Technology Campus, LLC Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 8061 W. Tangerine Road and is South of W. Tangerine Road in Marana, Pima County, Arizona**

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**DRAFT**

**K. Information Concerning Developing an Update to the District's Strategic Plan**

**VI. Reports and Correspondence**

**A. Fire Chief's Report**

This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.

The reports were included in the packet; there was no discussion.

**B. Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

**Financial Reports**

The monthly reports are included in the packet. Dave Gephart, Finance Director, stated the reports cover the period through April, 2016. The District continues to show positive fund balances. He reported property tax collections are slightly higher than last year but trending above average.

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENTS REPORT AS PRESENTED.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**VII. Business**

**A. Bond Advisory Committee's Presentation and Recommendation on a 2016 General Election Bond Proposal Package**

**DRAFT**

Jania Arnoldi (Bond Committee Chair) and Jason Stumm (Bond Committee Vice-Chair) presented their recommendation to the Board. Committee Chair Arnoldi recommended the Board proceed with a bond proposal package inclusive of six construction projects for a total of \$23.61M. The individual projects and estimated costs are listed below:

- Station 37 at \$4.64m
- Station 40 at \$5.19m
- Station 31 at \$0.74m
- Administrative Center at \$3.54m
- Station 41 at \$4.32m
- Station 42 at \$5.18m

Assistant Chief Bradley stated the bond projects and language ballot information is included in the packet.

**B. Adoption of Resolution No. 2016-031 Approving the Ordering and Calling of an Election for the Purpose of Issuing Bonds; Discussion Will Include the Potential Impacts on the District's Tax Rate**

Dave Gephart, Finance Director, stated a resolution calling for an election has been prepared and is included in the packet. Bruce Kaplan, Vice Chairman, stated the information provided to the Board was detailed and complete; there was no further discussion.

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO ADOPT RESOLUTION NO. 2016-031 APPROVING THE ORDERING AND CALLING OF AN ELECTION TO BE HELD IN AND FOR NORTHWEST FIRE DISTRICT OF PIMA COUNTY, ARIZONA, ON NOVEMBER 8, 2016; PROVIDING FOR THE CONDUCT OF THE ELECTION; AND AUTHORIZING THE DISTRICT'S FIRE CHIEF, OR FINANCE DIRECTOR, AS THE OFFICER TO COMPLY WITH SECTIONS 103 AND 141 THROUGH 150 OF THE INTERNAL REVENUE CODE.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**C. Discussion and Possible Action to Adopt Resolution No. 2016-036 Approving an Intergovernmental Agreement with Pima County, on Behalf of the Elections Department, for Services Relating to the NWFD's Bond Election.**

Assistant Chief Emans presented this item. He stated the election fee is a budgeted fee; there was no further discussion.

Bruce Kaplan made the following motion, seconded by Peg Green and approved unanimously with three ayes:

**DRAFT**

MOVE TO APPROVE RESOLUTION NO. 2016-036 AUTHORIZING THE INTERGOVERNMENTAL AGREEMENT FOR ELECTION SERVICES.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**D. Recommendation, Discussion and Possible Action to Disband the Bond Advisory Committee**

Dave Gephart, Finance Director, asked the Board to disband the Bond Committee as their work is complete. In response to Vice Chairman Kaplan's questions, Mr. Gephart confirmed there is not a Citizens Oversight Committee established, but the Board can certainly establish one if the bonds are passed at the November 8, 2016, election. Mr. Gephart reported that oversight will also be provided from the County for the bond projects that successfully pass at the 2016 bond election.

Bruce Kaplan made the following motion, seconded by Peg Green and approved unanimously with three ayes:

MOVE TO DISBAND THE BOND ADVISORY COMMITTEE ESTABLISHED AT THE MARCH 22, 2016, GOVERNING BOARD MEETING.

The Bond Committee was presented with appreciation awards.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**E. Discussion, Review and Possible Action on Proposed Five-Year Capital Improvement Program (CIP) for the Fiscal Years Ending June 30, 2017- June 30, 2021**

Dave Gephart, Finance Director, stated a draft Capital Improvement Plan (CIP) was presented in April for the upcoming budget year. There is a draft for a 5 year CIP included in the packet which will include large capital projects (found in years 3-5). He stated the bond projects are included in the packet, and assumptions of time lines are subject to change.

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO APPROVE THE NORTHWEST FIRE DISTRICT CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE FISCAL YEARS ENDING JUNE 30, 2017- JUNE 30, 2021, AS PRESENTED

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**DRAFT**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**F. 2016-17 BUDGET PUBLIC HEARING: (A) Overview of 2016-2017 Tentative Budget – Discussion, Update, and Possible Action on the 2016-2017 Budget and Budget Process; All Aspects and Elements of the District’s Budget May be Discussed and Acted Upon, Including All Expenditures, Revenues, and Carryover Funds from 2015-2016. This Item May Include Discussion of the Estimated Tax Rate for District Property Owners. (B) Public Hearing on 2016-2017 Tentative Budget and Related Items and Programs. (C) Possible Amendment to the 2016-2017 Tentative Budget. (D) Adoption of Resolution No. 2016-032 Approving the 2016-2017 Final Budget, Including All Expenditures, Revenues & Carryover**

Dave Gephart, Finance Director, stated the biggest change in the budget, since the Board approved the tentative budget, is the Ambulance Fund allocation has been performed. Additionally, personnel adjustments have been made. Mr. Gephart presented the following items:

- Operating and capital budget/overview
- Proposed tax rates
- Assessed values by year
- Debt/operating tax rate
- Historical assessed values vs. Tax collections
- History of tax levies
- Proposed budget
- Budgeted requirements
- Capital projects
- Budget comparisons
- Tax payer impact

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO OPEN THE PUBLIC HEARING AT 7:16 PM

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**2016-17 BUDGET PUBLIC HEARING: (A) Overview of 2016-2017 Tentative Budget – Discussion, Update, and Possible Action on the 2016-2017 Budget and Budget Process; All Aspects and Elements of the District’s Budget May be Discussed and Acted Upon, Including All Expenditures, Revenues, and Carryover Funds from 2015-2016. This Item May Include Discussion of the Estimated Tax Rate for District Property Owners. (B) Public Hearing on 2016-**

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**DRAFT**

**2017 Tentative Budget and Related Items and Programs. (C) Possible Amendment to the 2016-2017 Tentative Budget. (D) Adoption of Resolution No. 2016-032 Approving the 2016-2017 Final Budget, Including All Expenditures, Revenues & Carryover**

Bruce Kaplan made the following motion, seconded by Peg Green and approved unanimously with three ayes:

MOVE TO CLOSE THE PUBLIC HEARING AT 7:17 PM

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**2016-17 BUDGET PUBLIC HEARING: (A) Overview of 2016-2017 Tentative Budget – Discussion, Update, and Possible Action on the 2016-2017 Budget and Budget Process; All Aspects and Elements of the District’s Budget May be Discussed and Acted Upon, Including All Expenditures, Revenues, and Carryover Funds from 2015-2016. This Item May Include Discussion of the Estimated Tax Rate for District Property Owners. (B) Public Hearing on 2016-2017 Tentative Budget and Related Items and Programs. (C) Possible Amendment to the 2016-2017 Tentative Budget. (D) Adoption of Resolution No. 2016-032 Approving the 2016-2017 Final Budget, Including All Expenditures, Revenues & Carryover**

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO ADOPT RESOLUTION NO. 2016-032 APPROVING THE 2016-2017 FISCAL YEAR BUDGET AS PRESENTED

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**G. Discussion and Possible Action to Adopt Changes to the Retiree Healthcare Insurance Benefit Policy**

As discussed in a Special Governing Board meeting on April 20, 2016, District staff and Local 3572 President Gary Watson have been actively and collaboratively working on revising the current Retiree Health Insurance Policy to address concerns of both staff and labor. Dave Gephart, Finance Director, presented the following policy revisions:

1. Increase the Retiree Health insurance premium by 30% above the employee premiums

**DRAFT**

2. The District will cover the cost of the increase until December 31, 2017 (18 months.), after which time retirees will be responsible for the increase.

These proposed changes should eliminate the District's unfunded liability for retiree insurance and give the Benefit Committee 18 months to implement a new plan for retirees. They also keep retirees whole for a minimum of 18 months and as long as 36 months if they enter COBRA at the end of the 18 month period (December 31, 2017). With that said, the goal is to have the Mesa Health Care Trust, or suitable alternative, in place for current employees by the end of this year and that will hopefully be a long term solution to covering the 30% increase.

Mr. Gephart stated the million dollar liability, that was previously discussed at the Special Board meeting, is predicated upon the current policy and that is why the policy needed to change. The current policy is predicated on current employees, current retirees, and projected trends on retirees (when they retire and medical costs). The current policy was open ended. The million dollars is calculated over a 30 year time frame. There was no cut off and that is why the new policy works because it cuts off the liability, from the District's standpoint, as of December 31, 2017. The District will no longer subsidize retirees as they will pay the full burden based on their claim history. Mr. Gephart stated it is all subject to what the actuary calculates. Additionally, the policy does not relieve the District for obtaining actuaries. He stated a new actuarial will need to be conducted within the next couple of months. With the new policy, if the Board approves it, the District will not need to report a liability. Mr. Gephart stated the new policy should satisfy the GASB reporting requirements, but there is still work to be done on finding the best possible solution.

President Watson discussed the concerns of current employees, retirees, and future retirees. There is a concern the District is moving to eliminate all retirees from the District's insurance. He stated this issue has not gone through the leadership process. The policy change allows the District time to present this issue to the Benefit Committee to help find a long term solution. From a labor side, the policy change allows the District time to find fiscally responsible ways to keep retirees on the District's insurance without it being a detriment to other employees and the organization. He stated there is an obligation that was promised to the District's retirees over their years of service.

President Watson discussed the liability report and stated it is based on a 30% national average. Anyone aged 55-65 on a national average spends 25%-35% more on health insurance on a yearly basis. The District's retirees that retire around age 55 costs the District about 25%-35% more. If their premiums do not match that, it becomes an unfunded liability. Raising the premiums should cover the unfunded liability. He stated when other solutions and another policy change is ready to be presented to the Board, he would recommend establishing an agreement that would possibly grandfather-in current retirees and those employees who are currently in the DROP program based on the old policy. Since the unfunded liability issue has been addressed, Labor has time to take a look at other solutions. He is currently working with other organizations in search of finding the best solution and will also collaborate with the Benefit Committee. President Watson requested guidance from the Board to ensure the organization keeps this issue a priority and to make sure the Benefit Committee and the leadership team is

Northwest Fire District Regular Meeting Minutes  
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**DRAFT**

provided the support they need to make this a priority. He mentioned there is a possibility to extend the time frame until the District finds a viable solution. Upon approval from the Board, President Watson stated he would like to put a retiree on the Benefit Committee to represent that specific group of employees. Vice Chairman Kaplan stated putting a retiree on the Benefit Committee is a good idea, but he is unsure if one retiree would be able to represent retirees as a whole. Vice Chairman Kaplan requested President Watson to build on that process and make it more inclusive of all retirees.

Vice Chairman Kaplan stated the Board is supportive of Labor actively looking to find the best solution for retirees. Relative to extending the time frame, Board Member Peg Green advised against extending the time frame. In response to Board Member Green's question, President Watson stated the current average retiree age is in the 50s. Board Member Dave Talas asked Patricia Aguilar, Administrative Services Director, to include an update on this issue within her monthly report. Ms. Aguilar stated she would include an update in her report upon approval from the Fire Chief. President Watson stated a member of the Benefit Committee can also provide updates to the Board. Vice Chairman Kaplan requested a formal update be brought to the Board in three months. Assistant Chief Bradley briefly discussed the priority and significance of this item. He said an update will be included in the monthly reports and it may be added into the Fire Chief's report. Assistant Chief Bradley stated the leadership team is in full support of finding the best solution.

Vice Chairman Kaplan requested Labor relay this information to the employees who are considering going into the DROP program and to the current retirees. He requested Labor inform them that there is a process going on and that the Board is supportive of the promise that was made to them.

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO APPROVE POLICY 11.1.4 RETIREE HEALTH INSURANCE AMENDMENT AS PROPOSED.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	David Talas, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**H. Adoption of Resolution No. 2016-037 Approving an Agreement Between the Northwest Fire District and Fidelity National Title Agency, Inc. Concerning the Donation of 2.24 Acres of Land Near the I-10/Twin Peaks Interchange**

The resolution to approve an agreement for the donation of 2.24 acres of land is included in the packet. Deputy Chief Hughes stated it has been determined there is a need for Station 40 and this site is the most appropriate for the District's needs. The 2.24 acres of land is large enough to house a heavy station. This station will also include two small offices and an interrogation room that could be utilized by the Marana

Northwest Fire District Regular Meeting Minutes  
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**DRAFT**

Police Department. The property was appraised over approximately \$500,000 in December. All utilities are available to the site.

Deputy Chief Hughes stated there is not a contract in place for the Marana Police Department. If they do not end up using the offices, the District has a number of employees who could utilize this space.

Bruce Kaplan made the following motion, seconded by Peg Green and approved unanimously with three ayes:

MOVE TO ADOPT RESOLUTION NO. 2016-037 APPROVING AN AGREEMENT BETWEEN THE NORTHWEST FIRE DISTRICT AND FIDELITY NATIONAL TITLE AGENCY FOR THE DONATION OF 2.24 ACRES OF LAND TO BE USED BY THE DISTRICT AS A SITE FOR A FUTURE FIRE STATION.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**I. Discussion and Possible Action Approving a Professional Services Agreement Related to Northwest Fire District Training Facility Pavement Repairs Not to Exceed \$23,720.00.**

Item moved to Consent agenda.

**J. Discussion and Possible Action Approving a Clarification to Amendment No. 8 to Intergovernmental Agreement for Dispatch Services with Golder Ranch Fire District**

Item moved to Consent agenda

**K. Discussion and Possible Action to Adopt Resolution No. 2016-039 Declaring the Month of August, 2016, as Drowning Impact Awareness Month in the Northwest Fire District.**

Community Affairs Manager, Trina Motto, presented this item. She stated the included resolution addresses the efforts to bring education and awareness to the public regarding drowning.

Bruce Kaplan made the following motion, seconded by Peg Green and approved unanimously with three ayes:

MOVE TO APPROVE THE PROPOSED RESOLUTION DECLARING AUGUST AS DROWNING IMPACT AWARENESS MONTH IN THE DISTRICT.

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**DRAFT**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce A. Kaplan, Vice Chair
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	Bruce A. Kaplan, David Talas, Peg Green
<b>EXCUSED:</b>	George Carter, Tim Clayton

**L. Review and Possible Discussion of a Legislative Mandate that Public Safety Personnel Retirement System (PSPRS) Conduct a Study to Determine Various Methods in Which Risk Pooling and Local Board Consolidation May be Achieved, and the PSPRS Local Pension Board Designation of Fire Chief Michael J. Brandt as a Representative who Will Meet with Cortex, the PSPRS Hired Consulting Firm Conducting This Study**

Administrative Services Director, Patricia Aguilar, stated the Public Safety Personnel Retirement System (PSPRS) has been mandated by Legislation to conduct a study to determine various methods in which risk pooling and local board consolidation may be achieved, and determine which methods are in the best interest of all stakeholders. PSPRS has hired Cortex Applied Research to conduct this study and make recommendations. The Local Pension Board designated Chief Michael J. Brandt to be the NWFD representative. There is a meeting this Thursday with the Cortex team and Ms. Aguilar will attend the meeting on Chief Brandt's behalf.

Pension Board Attorney, Steve Bosse, is present to provide an overview of the study and why it is being conducted. He discussed the following items:

- Overview/Historical background of PSPRS
- Compliance
- PSPRS System
- Management
- Position with Cortex
- Cortex Overview/Mission/Process
- Risks
- Consolidation of large/like boards
- Survey and its mission

Board Member Dave Talas requested an update at the next Board meeting.

**VIII. Future Agenda Items [A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).]**

This item allows an *individual* Governing Board member to recommend item(s) to be placed on future agendas. The Board will not discuss the item(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item(s).

No items were presented at this time.

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**DRAFT**

**IX. Adjournment**

Bruce Kaplan made the following motion, seconded by Dave Talas and approved unanimously with three ayes:

MOVE TO ADJOURN THE MEETING AT 7:50 P.M.

Minutes approved by the Northwest Fire District Board at its July 26, 2016, Regular Governing Board Meeting.

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Tim Clayton, Board Clerk



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

5.C

### SCHEDULED

### MEMORANDUM NO. 2016-129

---

**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Adoption of Resolution 2016-040 Ordering the Greenberg Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 3420 W. Moore Road and is North of Moore Road and East of Thornydale Road in Pima County, Arizona

---

#### **RECOMMENDATION:**

Adopt the resolution and approve the annexation

#### **MOTION:**

Move to adopt Resolution 2016-040 ordering the Greenberg Annexation.

#### **DISCUSSION:**

This is an annexation involving property owner, Cathy Greenberg, who submitted the attached letter dated June 20, 2016. The annexation area is located at 3420 W. Moore Road and is North of Moore Road and East of Thornydale Road in Pima County, Arizona and is contiguous with the District boundary.

The parcel would be serviced by Station 339. No additional resources are needed to services this area.

#### **FISCAL IMPACT:**

The 2017 Limited Assessed Value is \$61,682; the revenue to the District based on the current combined tax rate would be approximately \$1,797.29 annually.

#### **ALTERNATIVES:**

Not approve the annexation; not recommended

#### **ATTACHMENTS:**

- Greenberg Annexation (PDF)

June 20, 2016

George Carter, Chairman  
Northwest Fire District Board  
5225 W. Massingale Road  
Tucson, Arizona 85743

RE: The Greenberg Annexation

Dear Chairman Carter:

I am the owner of the property located at 3420 W. Moore Road in Pima County, AZ, and more specifically described on Exhibit A, attached hereto and incorporated herein by this reference. By this letter, with my signature affixed below, and pursuant to A.R.S. section 48-262(I), I expressly request that the Northwest Fire District forthwith amend its boundaries to include my property described on Exhibit A.

Sincerely,

  
Cathy Greenberg (Signature)

CATHY GREENBERG  
Cathy Greenberg (Print)

STATE OF New Jersey  
County of Atlantic ss.

On this, the 25 day of June 2016, before me, the undersigned Notary Public personally appeared Cathy Greenberg, who acknowledged ownership of the property located at 3420 W. Moore Road in Pima County, AZ, that as such officer being authorized so to do, executed the foregoing instrument for the purposes herein.

  
Notary Public

My Commission Expires: 07/28/19

**SEBIL S AWADALLA**  
Notary Public  
State of New Jersey  
My Commission Expires July 28, 2019  
I.D.# 2316692

Northwest Fire District  
5225 W. Massingale Rd.  
Tucson, AZ 85743-8416

**RESOLUTION NO. 2016-040  
THE GREENBERG ANNEXATION**

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT AFTER WRITTEN REQUEST BY THE PROPERTY OWNERS IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on June 20, 2016, Cathy Greenberg, owner of real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include their property, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Property is located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Property is not included within the boundaries of an incorporated city or town; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Property within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owners, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Property described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on July 26, 2016, by a majority of a quorum of the Governing Board Members.

\_\_\_\_\_  
George Carter  
Board Chair

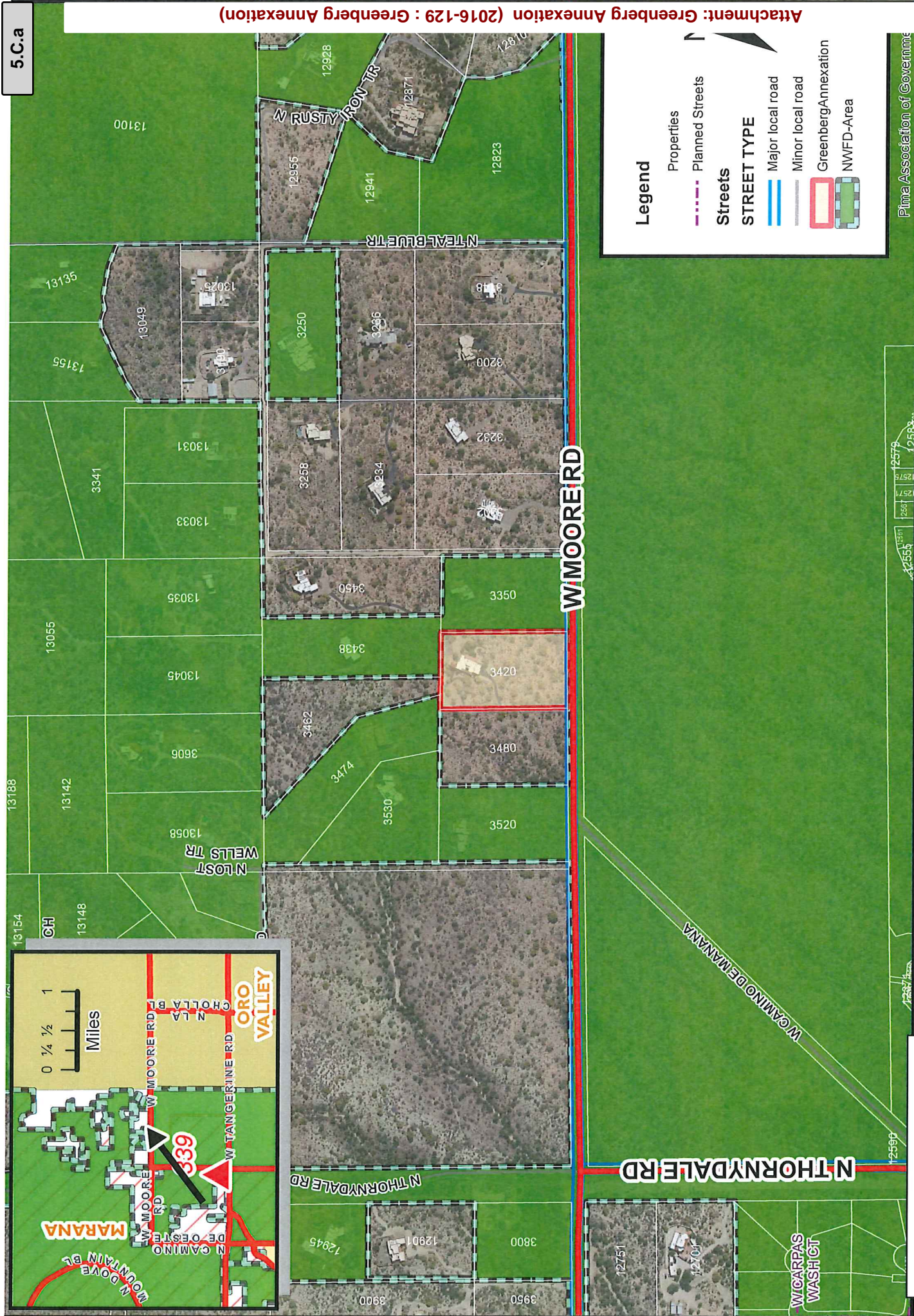
ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tim Clayton  
Clerk of the Board

\_\_\_\_\_  
Thomas Benavidez  
District Attorney

**EXHIBIT "A"**  
[Map & Legal Description]



**EXHIBIT "A"**  
**[PROPERTY DESCRIPTION]**

**Property Description:**

S573.57' W323.46' E646.92' SE4 SW4 LYG N & ADJ

RD 4.26 AC SEC 29-11-13

PARCEL ID: 219-31-012L

Book-Map-Parcel: 219-31-012L [Oblique Image](#) Tax Year: Tax Area: [0651](#)

Property Address:

Street No	Street Direction	Street Name	Location
3420	W	MOORE RD	Pima County

Taxpayer Information: GREENBERG CATHY  
3420 W MOORE RD  
TUCSON AZ

Property Description: S573.57' W323.46' E646.92' SE4 SW4 LYG N & ADJ  
RD 4.26 AC SEC 29-11-13

85742- 0000

Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Total FCV	Limited Value	Limited Assessed
2016	Primary Res (3)	10.0	\$587,452	\$587,452	\$58,745
2017	Primary Res (3)	10.0	\$692,272	\$616,825	\$61,682

Property Information:

Section: 29  
Town: 11.0  
Range: 13.0E  
Map & Plat: /  
Block:  
Tract:  
Rule B District: 5  
Land Measure: 4.26A  
Group Code:  
Census Tract: 4611  
[Use Code:](#) 0144 (SFR GRADE 010-4 RURAL NON-SUBDIVIDED )  
File Id: 1  
Date of Last Change: 7/12/2005

Residential Characteristics:

Property Appraiser: Lisa Checkon Phone: (520)724-8949

Appraisal Date:	3/29/2012	Property Type:	Single Family Residence
Processed:	7/9/2012	Area ID:	Ed 3-204638-06-4
Building Class:	4	Physical Condition:	Good
Total Livable Area:	4,752	Garage Type:	Garage
Effective Construction Year:	2003	Garage Capacity:	3
Stories:	1.0	Patio Type:	Covered
Rooms:	9	Patio Number:	3
Quality:	Good	Pool Area:	450
Exterior Walls:	Framed Wood	Valuation Type:	00
Roof Type:	Built Up	Total Main:	\$572,126
Heating:	Forced	Total Control:	\$572,126
Cooling:	Refrigeration	Total Actual:	\$692,272
Bath Fixtures:	19	FCV Adjustment Factor:	1.000
Enhancement:	\$0	Last Action:	0225

Valuation Area:

Condo Market: 420  
DOR Market: 43  
MFR Neighborhood: Tortolita\_Foothills\_Undefined  
SFR Neighborhood: 20463806  
SFR District: 3

Sales Information:

Affidavit of Fee No.	Parcel Count	Sale Date	Property Type	Sale	Time Adjusted Sale	Cash Validation
20042220262	1	11/2004	Single Family	\$725,000	\$725,000	N X JAF DEED: Warranty Deed
20030621598	1	03/2003	Vacant Land	\$155,000	\$155,000	N X JAC DEED: Warranty Deed

Supervisor District:

(1) ALLY MILLER

Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
20042220262	12430	862	11/17/2004	WARRANTY DEED
20030621598	12019	9125	4/1/2003	

Parcel Note: Click to see/expand 5 note(s)



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

5.D

### SCHEDULED

### MEMORANDUM NO. 2016-130

---

**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Robert Corbell, Captain  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval of the Purchase of 20 Getac V110 Notebook Computers Using Capital Funds Not to Exceed \$88,169.11

---

#### **RECOMMENDATION:**

Staff recommends approving the purchase of 20 Getac V110 notebook computers

#### **MOTION:**

Move to approve the purchase of 20 Getac V110 notebook computers using capital funds not to exceed \$88,169.11.

#### **DISCUSSION:**

The District employees currently document all emergency medical encounters on Getac V200 laptop computers. Our current V200 notebooks have been in use for almost five years and are old technology. They are beginning to show their age with increased failure rates and hardware issues that are presenting challenges in collecting viable signatures, and in completing reports in a timely fashion.

Moving to the new V110 Notebooks will provide our employees with a rugged computer that include the following features:

- Digitized screen making the signature capture more legible which aids in cost recovery
- Dedicated GPS technology that will help in the recovery of lost or stolen units--help prevent HIPAA protected patient Health Information from falling into the wrong hands
- Better encryption options--help protect Patient Health information and meet HIPAA related regulations
- Three year bumper to bumper warranty

#### **FISCAL IMPACT:**

Purchasing cost not to exceed \$88,169.11.

#### **ALTERNATIVES:**

Do not purchase new notebooks and absorb cost of supporting and repairing current laptops and recovery funds from transports where the signature is not legible.

Memorandum 2016-130

Meeting of July 26, 2016

**ATTACHMENTS:**

- CDW-G Laptop Quote (PDF)

# QUOTE CONFIRMATION



DEAR ROBERT CORBELL,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HFLT437	7/7/2016	GETAC	10355584	\$88,169.11

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">GETAC V110 G3 I5-6200U 128GB 8GB W7P</a> Mfg. Part#: VE21CCLABHXX Contract: City of Tucson National IPA (130733)	20	4204056	\$3,225.00	\$64,500.00
<a href="#">GETAC SPARE DIGITIZER PEN &amp; TETHER</a> Mfg. Part#: GMPDX4 Contract: National IPA Technology Solutions (130733)	40	4201884	\$47.50	\$1,900.00
<a href="#">GETAC tablet PC protective film</a> Mfg. Part#: GMPFX4 UNSPSC: 43211612 Contract: National IPA Technology Solutions (130733)	25	3753953	\$52.50	\$1,312.50
<a href="#">GETAC X Strap - hand strap</a> Mfg. Part#: GMHSX2 UNSPSC: 43211612 Contract: National IPA Technology Solutions (130733)	25	3674148	\$32.50	\$812.50
<a href="#">Getac charging stand / battery charger</a> Mfg. Part#: GCMCU6 UNSPSC: 39121006 Contract: National IPA Technology Solutions (130733)	15	3849282	\$395.00	\$5,925.00
<a href="#">GETAC V110 SPARE HOT SWAPPABLE BATT</a> Mfg. Part#: GBM3X1 Contract: National IPA Technology Solutions (130733)	30	3756211	\$87.50	\$2,625.00
<a href="#">Getac Vehicle Adapter - power adapter - car</a> Mfg. Part#: GAD3L1 UNSPSC: 39121006 Contract: National IPA Technology Solutions (130733)	30	3635268	\$105.00	\$3,150.00
<a href="#">GETAC ABSOLUTE DDS PRM LIC 3Y 1-2499</a> Mfg. Part#: OSACTCF36XXX Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions (130733)	25	3985563	\$115.00	\$2,875.00
<a href="#">GETAC BIOS W/COMPUTRACE PROTECT</a> Mfg. Part#: GECOX1 Electronic distribution - NO MEDIA Contract: MARKET	25	3849359	\$0.00	\$0.00

PURCHASER BILLING INFO		SUBTOTAL	\$83,100.00
<b>Billing Address:</b> NORTHWEST FIRE RESCUE DISTRICT ACCOUNTS PAYABLE 5225 W MASSINGALE RD TUCSON, AZ 85743-8416 <b>Phone:</b> (520) 887-1010 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$5,069.11
		GRAND TOTAL	\$88,169.11
		Please remit payments to:	
DELIVER TO			

Attachment: CDW-G Laptop Quote (2016-130 : EPCR Replacement Laptops)

**Shipping Address:**  
NORTHWEST FIRE RESCUE DISTRICT  
ROBERT CORBELL  
5225 W MASSINGALE RD  
TUCSON, AZ 85743-8416  
**Phone:** (520) 887-1010  
**Shipping Method:** UPS Ground (2-3 days)

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION



Tony Kane

(877) 811-5745

tonykan@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

© 2016 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.200.4239

Attachment: CDW-G Laptop Quote (2016-130 : EPCR Replacement Laptops)

**Northwest Fire District Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED****MEMORANDUM NO. 2016-131**

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**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Raymond Thibault,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval to Authorize Staff to Release Request for Proposals (RFP) No. 1605 to Purchase Pharmaceutical and Supply Dispensary Equipment

---

**RECOMMENDATION:**

Authorize Staff to release Bid Documents for Request for Proposals No. 1605 for the purchase of pharmaceutical and supply dispensary equipment.

**MOTION:**

Move to authorize staff to begin a Request for Proposals No. 1605 to purchase Pharmaceutical and Supply Dispensary Equipment.

**DISCUSSION:**

This solicitation will enable the District to seek competitive pricing for pharmaceutical and supply dispensary equipment. The equipment is needed by EMS for secure storage, tracking and dispensing of controlled pharmaceuticals and medical supplies.

**FISCAL IMPACT:**

This is a budgeted expense.

**ALTERNATIVES:**

None

**ATTACHMENTS:**

- 1605 Pharmaceutical and Supply Dispensary Equipment (PDF)



# NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR PROPOSALS (RFP)

RFP Number: 1605 Title: **Pharmaceutical and Supply Dispensary Equipment**

**DUE IN:** TUESDAY, AUGUST 16, 2016 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** NONE WILL BE HELD

This solicitation may be obtained from our website at: <http://www.northwestfire.org/public-info/purchasing> Any interested offerors without internet access may obtain a copy of this solicitation by calling (520) 887-1010, or a copy may be picked up during regular business hours at the Northwest Fire District Administration, 5225 W. Massingale Road, Tucson, Arizona 85743. If you experience any problems receiving this Request for Proposals, please call (520) 887-1010.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or faxed to (520) 887-1034. A "No Bid" will be considered a response. Returning this form only does not fulfill bid requirements unless responding with a "No Bid" as shown below.

E-mailed, faxed and verbal offers are not acceptable.

**CHECK APPROPRIATE BOX:**

- ☐ **I am submitting a "No Bid" at this time.**  
Please keep my name on the District's Bidder's List.
- ☐ **I cannot provide services of this nature.**  
Please remove my name from this category. I will submit a revised Vendor Registration Form  
A copy of the Vendor Registration Form is at <http://www.northwestfire.org/public-info/purchasing>
- ☐ **I no longer wish to do business with Northwest Fire District.**  
Please remove my name from the District's Bidder's List.
- ☐ **I am no longer in the business to provide these services.**  
Please remove my name from the District's Bidder's List.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature/Local Representative

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Type Name and Position Held with Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

RFP Notice to be mailed: 07/27/2016

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)



# NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR PROPOSALS (RFP)

RFP Number: 1605 Title: **Pharmaceutical and Supply Dispensary Equipment**

**DUE IN:** TUESDAY, AUGUST 16, 2016 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** NONE WILL BE HELD

**SOLICITATION:** Northwest Fire District (NWFD) is soliciting proposals from Offerors qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**GENERAL DESCRIPTION:** To provide the Northwest Fire District with Pharmaceutical and Supply Dispensary Equipment per specifications called for herein.

Prospective Offerors may pick up a copy of the RFP packet, Monday through Friday, 8 am to 5 pm MST, at the address listed above.

A Pre-Proposal Conference will be held for the purpose of clarifying requirements and answering prospective offeror questions. It is the responsibility of prospective offeror to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional and encouraged.

Proposals must be submitted as defined in the I. Instructions to Offerors, in accordance with the Standard Terms and Conditions, and Special Terms and Conditions. Failure to do so may be cause for rejection as *non-responsive*.

Offerors must complete and return all documents required in the section titled "PROPOSAL SUBMITTAL".

Proposals may not be withdrawn for 60 days after opening.

OFFERORS ARE REQUIRED TO READ THE ENTIRE SOLICITATION INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THEY CAN AND ARE WILLING TO COMPLY, AND INCORPORATE ALL ASSOCIATED COSTS IN THEIR PROPOSALS.

\_\_\_\_\_  
David Gephart  
Finance Director

**THIS PROPOSAL IS OFFERED BY:**

**Firm/Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Publish:** The Arizona Daily Star: 07/29/16, 07/30/16, 07/31/16, and 08/01/16

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)

## I. INSTRUCTIONS TO OFFERORS

### 1. SUBMISSION OF PROPOSALS

Offerors shall submit one (1) original and three (3) copies of all proposal documents. Please send an electronic copy, in Word, Excel and/or PDF format, on a flash drive or CD-R. The submittal shall include all information requested by the solicitation and utilize, without modification, the forms provided by the solicitation. No substitute document for the forms will be accepted. In case of discrepancy between hard copies of the proposal and the electronic copy of the proposal submitted, the hard copy shall govern.

Telephoned, emailed, or faxed proposals are not acceptable.

Proposals must be received and time stamped at the location on or before the time and date as defined by the *Request for Proposals*. Late proposals will not be accepted and will be returned unopened.

Proposals must be signed by an authorized agent of the offeror and submitted in a sealed envelope marked or labeled with the offeror firm name, solicitation number, title, solicitation due date and time, to the location and not later than the time/date specified by the *Request for Proposals*. Proposals must be submitted in a sealed envelope/container and have "1605" written on the front.

Proposals and modifications received after the closing time specified will not be accepted.

Failure to comply with the solicitation requirements may be cause for the offeror's proposal to be rejected as *non-responsive*.

### 2. PREPARATION OF RESPONSES

All proposals shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the proposal. Typewritten responses are **preferred**.

All proposals shall, as appropriate, indicate the registered trade name, stock number, and packaging of the items included in the proposal.

Surety required by this solicitation may be in the form of a bond, cashier's check or certificate of deposit made payable to *Northwest Fire District*. Personal or company checks are not acceptable.

### 3. PRICE BID & CERTIFICATION

Offerors shall complete and submit the price bid and certification documents utilizing the forms provided in this RFP. Requested information and data shall be provided in the precise manner requested. Product descriptions shall provide sufficient information to precisely document the product being offered. Failure to comply may cause the proposal to be improperly evaluated or deemed non-responsive.

The certification document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation. Failure to do so may be cause to reject the proposal as non-responsive.

All unit prices shall remain firm for the initial term of the executed agreement, with the exception that should offeror during the term of the agreement offer to another buyer pricing for like or similar quantity, products or services more favorable than those given to District, that offeror shall offer same pricing to the District, effective the date effective to other buyer. Unit prices given by offeror shall include all costs required to implement and actively conduct cost control and reduction activities.

Unit Prices shall include all costs and, unless otherwise specified, shall be F.O.B. Destination. Unit prices shall prevail in the event of an extension error. Price each item separately. Delivery time, if stated as a number of days, shall mean "calendar" days. Northwest Fire District reserves the right to question and correct obvious errors.

### 4. GENERAL SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive proposals.

Equipment brand names, models and numbers, when given, are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified in the solicitation.

Failure to examine any drawings, specifications, and instructions will be at the offeror's risk.

Items included in the proposal shall meet the specifications and requirements set forth by the solicitation.

Deviation requests shall be specifically documented and clearly illustrate the deviation to the particular specification or the requirements set forth by this solicitation. The impact of the requested deviation on the end performance of the item shall be fully explained. Deviation requests shall be submitted prior to the initial solicitation due date. Requests submitted within 8 days of the solicitation due date may not be answered. Acceptance or rejection of said deviation request shall be at the sole discretion of the District.

All equipment shall be models of current production, latest design and technology, new and unused unless otherwise specified. Manufacturer and supplier documentation, including and not limited to the following, shall be provided by the successful offeror not later than 14 days after request by the District and at no additional cost: warranty; caution-informational warnings; recommended maintenance schedule and process; recommended spare parts list; operating, technical and maintenance manuals including drawings, if appropriate; product brochures; and material safety data sheets (MSDS).

## **5. COMPLIANCE WITH AGREEMENT**

Northwest Fire District will execute an agreement with the successful offeror by issue of a purchase order or contract.

The offeror agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the offeror agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the District. Any items provided in excess of the quantity stated in the agreement shall be at the Offeror's own risk. Offerors shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Northwest Fire District Warehouse Supervisor within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

## **6. INQUIRIES**

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at Administration.

No oral interpretations or clarifications will be made to any offeror as to the meaning of any of the solicitation documents.

If a prospective offeror believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the offeror shall notify the Northwest Fire District in writing identifying the issue with suggested solution prior to the closing time set for receipt of the solicitation proposal. Responses from Northwest Fire District will be made by written addendum and sent to all known potential offerors. Issues identified less than 8 days prior to the solicitation opening date may not be answered.

## **7. CONFLICTING INSTRUCTIONS**

In the event there are variations or conflicts between these instructions and the special terms and conditions, the special terms and conditions shall govern.

**END OF INSTRUCTIONS TO OFFERORS**

## **II. STANDARD TERMS AND CONDITIONS**

### **1. PROPOSAL OPENING:**

Proposals will be publicly opened and offeror names will be read on the date and at the location defined in the *Request for Proposals*. No other information contained in the proposals will be disclosed at the opening. All interested parties are invited to attend.

### **2. PROPOSAL EVALUATION:**

Proposals shall be evaluated to determine which response is most advantageous to the District considering price, conformity to the specifications and other factors.

The District reserves the following rights: 1) to waive informalities in the proposal or proposal procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with Northwest Fire District or who have engaged in conduct that constitutes a cause for debarment or suspension; 3) to reject any and all responses; 4) to re-advertise for proposals previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award the purchase order or contract on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and offeror's ability to supply; 7) to increase or decrease the quantity herein specified.

### **3. AWARD NOTICES:**

An award notice will be issued by the district following award by the Northwest Fire District Governing Board. A tabulation of responses will be maintained at the Purchasing Department.

### **4. AWARD:**

Awards shall be made by the Fire District Governing Board in accordance with the Northwest Fire District policies. The District reserves the right to reject any or all bids, or to waive irregularities and informalities if it is deemed in the best interest of the District. Resulting agreements are not exclusive, are for the sole convenience of Northwest Fire District, and the District reserves the right to obtain like goods or services from other sources.

In the event that the resulting agreement is terminated for any reason during the initial term of the contract, Northwest Fire District reserves the right to award to an alternate offeror if deemed in the best interest of the District. A fully executed purchase order or contract mailed, or otherwise furnished, to the selected offeror will result in a binding contract without further action by either party.

### **5. FORM OF CONTRACT:**

It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal. The District may issue a numbered purchase order which will serve as an additional Contractual Agreement with the successful offeror.

The two (2) documents (the original bid response bearing the signature of the offeror and the District's signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions set forth in the solicitation, the standard conditions and special instructions and conditions, including any addenda issued by the solicitation.

If a firm submitting a proposal requires that an additional contract be signed by the District, a copy of the proposed contract must be included with the proposal. Proposed offeror contract documents will be reviewed by the District. A bidder's contract document shall not become part of the purchase contract unless and until it is signed by an authorized representative of the District. The District's contract documents shall govern in event of conflict with the terms of a bidder's contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

### **6. WAIVER:**

Each offeror, by submission of a proposal, proclaims, agrees, and does waive any and all claims for damages against Northwest Fire District, including its officers and employees, when any of the rights reserved by Northwest Fire District may be exercised.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****7. INTERPRETATION; APPLICABLE LAW:**

The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of offeror terms or conditions are not in agreement with Northwest Fire District's terms and conditions as set forth herein, Northwest Fire District's shall govern. This Agreement incorporates the complete agreement of the parties with respect to the subject matter of this Agreement. No oral agreement or other understanding shall in any way modify these terms and conditions.

**8. PRICE WARRANTY:**

Offeror shall give Northwest Fire District benefit of any price reduction before actual time of shipment except that should Northwest Fire District permit shipment to be made prior to specified shipping date, Northwest Fire District shall have advantage of any price reduction before shipping date. Offerors agree that all pricing given includes all costs required to conduct aggressive and active cost control and reduction activities.

**9. PRICE ESCALATION:**

In the event that changes in economic conditions are such that Supplier requires price increases for subsequent renewals of the agreement, the offeror shall submit to the District a unit price escalation request with supporting documents justifying the requested increase not later than 90 days prior to the termination date of the current agreement. The request shall cite sources, specific conditions and in detail how they affect the cost of agreement items and include a listing of those efforts taken to control and reduce costs. The District will review the request and determine if it is in the best interest of the District to extend the agreement.

**10. QUANTITY:**

The quantity of goods ordered shall not be exceeded or reduced without written permission in the form of a properly executed purchase order or contract change except in conformity with acknowledged industry tolerances. All quantities are estimates and no guarantee regarding actual usage is provided.

**11. DELIVERY:**

On-time delivery of goods and services is an essential part of the consideration to be received by Northwest Fire District.

All delivery will be made prior to the expiration date of the agreement. Delivery made after the expiration date of the agreement will be at Offeror's sole risk, and invoices for delivery made after the expiration date of the agreement will be rejected.

A guaranteed delivery date, or interval period from order release date to delivery, must be given if requested by the Price Bid document.

Upon receipt of notification of delivery delay, Northwest Fire District at its sole option may cancel the order or extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of the District.

To mitigate or prevent damages caused by delayed delivery, the District may require offeror to deliver additional quantity utilizing express modes of transport, and/or overtime, all costs to be contractor responsibility. The District reserves the right to procure from alternate source, and/or refuse receipt of or return delayed deliveries, at no cost to the District.

Offeror will not be held responsible for unforeseen delays caused by fires, strikes, acts of god, or other causes beyond Offeror's control, provided that Contractor provided prompt notice of delay as soon as Offeror had knowledge of said delay.

**12. INSPECTION:**

All goods and services are subject to inspection and testing at place of manufacture, the destination, or both, by Northwest Fire District. Goods failing to meet specifications of the order or contract shall be held at offeror's risk and may be returned to offeror with costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses to be the responsibility of offeror.

In lieu of return of nonconforming supplies, Northwest Fire District, at its sole discretion and without prejudice to District's rights under the *Rights and Remedies of Northwest Fire District for Default* clause below, may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but waiver of any condition shall not be considered a waiver of that condition for subsequent shipments or deliveries.

## **II. STANDARD TERMS AND CONDITIONS (CONT.)**

### **13. TAXES, FEES, EXPENSES:**

Articles sold to Northwest Fire District are exempt from federal excise taxes. Northwest Fire District will furnish an exemption certificate upon request. No separate charges for delivery, sales tax, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, or proposal preparation, will be paid by Northwest Fire District, unless expressly included and itemized by the solicitation documents. Pricing evaluations will be based on pre-tax pricing offered by vendor.

### **14. PAYMENT TERMS:**

Payment terms are net 30, unless otherwise specified by the solicitation documents.

### **15. ACCEPTANCE:**

Northwest Fire District will not execute an acceptance or authorize payment of any equipment or component prior to delivery and verification that all the specifications have been met.

### **16. RIGHTS AND REMEDIES OF NORTHWEST FIRE DISTRICT FOR DEFAULT:**

In the event any item furnished by the offeror in the performance of the contract or purchase order should fail to conform either to the specifications thereof or to the sample submitted by the vendor with their proposal, Northwest Fire District may reject same, and it shall thereupon become the duty of the offeror to reclaim and remove the same, without expense to Northwest Fire District, and immediately replace all such rejected items with others conforming to the specifications or samples. Should the offeror fail, neglect, or refuse to do so, Northwest Fire District, shall have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to the offeror the difference between the price named in the contract or purchase order and actual cost to Northwest Fire District. In the event the offeror shall fail to make prompt delivery as specified of any item, the same conditions as to the rights of Northwest Fire District to purchase in the open market and invoke the reimbursement condition above shall apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government. In the event of cancellation of the contract or purchase order, either in whole or in part, by reason of the default or breach by the offeror, any loss or damage sustained by Northwest Fire District in procuring any items which the offeror agreed to supply shall be borne and paid for by the offeror. The rights and remedies of Northwest Fire District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

### **17. FULL AND COMPLETE PERFORMANCE:**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the blanket contract, purchase order or contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

### **18. GRATUITIES:**

Offeror shall not give, offer to give, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. The District may cancel this contract if it is found that gratuities in the form of entertainment, gifts or otherwise, were offered or given by contractor or any agent or representative of contractor, to any employee of the District with a view toward securing a contract or with respect to the performance of this contract.

### **19. FRAUD AND COLLUSION:**

Each offeror, by submission of a proposal, proclaims and agrees that no officer or employee of Northwest Fire District or of any subdivision thereof has: 1) aided or assisted the offeror in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other offeror; 2) favored one offeror over another by giving or withholding information or by willfully misleading the offeror in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) knowingly accepted materials or supplies of a quality inferior to those called for by any contract; 4) any direct or indirect financial interest in the proposal. Additionally, during the conduct of business with Northwest Fire District the offeror will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that the person or entity to whom a contract has been awarded has, in presenting any proposal, or proposals, colluded with any other party or parties for the purpose of preventing any other proposal being made, then the contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by Northwest Fire District.

## **II. STANDARD TERMS AND CONDITIONS (CONT.)**

### **20. OTHER PARTICIPATING GOVERNMENTAL ENTITIES:**

Northwest Fire District has entered into cooperative purchasing agreements with other agencies in order to conserve resources, reduce procurement costs and improve the timely acquisition and cost of supplies, equipment and services. The Offeror, to whom a contract or purchase order is awarded, may be requested by other parties to extend to them the right to purchase supplies, equipment and services provided by the Offeror under this contract, pursuant to the terms and conditions stated herein.

### **21. PATENT INDEMNITY:**

Offeror shall hold Northwest Fire District, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order. Offerors may be required to furnish a bond or other indemnification to Northwest Fire District against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

### **22. UNFAIR COMPETITION AND OTHER LAWS:**

Responses shall be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable District, State, and Federal laws and regulations.

### **23. CONFLICT OF INTEREST:**

All agreements are subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all resultant contracts or purchase orders as if set forth in full herein.

### **24. NON-DISCRIMINATION:**

Offeror shall not discriminate against any District employee, client or individual in any way because of the person's age, race, creed, color, religion, sex, disability or national origin in the course of performing the offeror's duties pursuant to any contract or purchase order issued as a result of this solicitation. Offeror shall comply with executive order 75-5, as amended by executive order 2009-09, which is incorporated into this solicitation by reference as if set forth in full herein.

### **25. NON-APPROPRIATION OF FUNDS:**

This agreement may be canceled at the end of each fiscal year (June 30) if for any reason the Northwest Fire District Governing Board does not appropriate funds for the stated purpose of maintaining any agreement. In the event of such cancellation, Northwest Fire District shall have no further obligation, other than for services or goods that have already been received.

### **26. PUBLIC INFORMATION:**

Pursuant to A.R.S. § 39-121.01 et seq., all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release and/or review by the general public including competitors.

### **27. AMERICANS WITH DISABILITIES ACT:**

Offeror shall comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

### **28. FEDERAL IMMIGRATION LAW COMPLIANCE:**

As mandated by Arizona Revised Statutes § 41-4401, the District is prohibited after September 30, 2008, from awarding a contract to any contractor or subcontractor that fails to comply with A.R.S. § 23-214(A). The District must also ensure that every contractor and subcontractor complies with federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A). Therefore, in signing or performing any contract for the District, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214(A);
- B. A breach of the warranty described in subsection A, shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract; and
- C. The District or its designee retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Contract to ensure that the contractor or subcontractor is complying with the warranty under subsection A.

## **II. STANDARD TERMS AND CONDITIONS (CONT.)**

### **29. TERRORISM COUNTRY DIVESTMENTS:**

By entering the contract, Contractor warrants compliance in accordance with A.R.S. 35-392, and hereby certifies that the Contractor is not in violation of the Export Administration Act and is not on the Excluded Parties List.

### **30. PROTESTS:**

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award.

### **31. NON-EXCLUSIVE:**

Agreements resulting from this solicitation are non-exclusive and are for the sole convenience of Northwest Fire District which reserves the right to obtain like goods and services from other sources for any reason.

### **32. TERMINATION:**

District reserves the right to terminate any contract, purchase order, or award, in whole or in part at anytime, when in the best interests of the District, without penalty or recourse. Upon receipt of written notice, contractor shall immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to the District. In the event of termination under this paragraph, all documents, data, and reports prepared by the contractor under the contract shall become the property of and be promptly delivered to the District. The contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 shall apply.

### **33. CANCELLATION FOR NON-PERFORMANCE OR CONTRACTOR DEFICIENCY:**

The District reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. The District may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract
- Providing work and/or material that was not awarded under the contract
- Failing to adequately perform the services set forth in the scope of work and specifications
- Failing to complete required work or furnish required materials within a reasonable amount of time
- Failing to make progress in performance of the contract and/or giving the District reason to believe that contractor will not or cannot perform the requirements of the contract
- Performing work or providing services under the contract prior to receiving a District purchase order for such work

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to the District. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the District on demand.

### **34. CONFLICTS:**

In the event there are inconsistencies between the agreement documents, following is the order of precedence (superior to subordinate); contract or purchase order; special terms and conditions, standard terms and conditions, instructions to offerors, request for proposals.

### **35. COOPERATIVE USE OF RESULTING CONTRACT OR PURCHASE ORDER:**

As allowed by law, the District has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by the District. The Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the District contract. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the District agreement and are required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting agreement. Any such usage shall be in accordance with State, District and other Public Agency procurement rules, regulations and requirements and shall be transacted by contract or purchase order between the requesting party and Contractor. Contractor shall hold harmless the District, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use.

**END OF STANDARD TERMS AND CONDITIONS**

### **III. SPECIAL TERMS AND CONDITIONS**

#### **1. SCOPE:**

It is the intention of the Northwest Fire District (NWFD) to purchase Pharmaceutical and Supply Dispensary Equipment including installation and training. Equipment to be delivered FOB destination to various District locations.

NWFD provides Advanced Life Support Services (ALS) to the northwest Tucson metro area. Northwest Fire District's pharmaceutical and medical supplies are regulated by the Arizona State Health Department, The Food and Drug Administration (FDA) and the NWFD's Certificate of Necessity (CON).

#### **2. STATEMENT OF QUALIFICATIONS:**

Offerors shall provide a statement of qualifications as a supplier and installation facility of specified equipment. Please list any certifications obtained by facility or technicians.

Offerors shall submit with their proposals verifiable documents that prove satisfaction of the minimum qualification:

- a. Offerors shall complete the Requirements Form contained in **Appendix I: Requirements** and return the form with information/documentation as requested
- b. Offerors shall complete the Cost Summary contained in **Appendix II: Cost Summary** and return the form with information/documentation as requested.
- c. Offerors shall meet all Minimum Qualifications contained in the **Appendix III: Minimum Qualifications Verification Form** and return the form with information/documentation as requested.
- c. Offerors shall also provide a minimum of three (3) satisfactory references of current clients. The services and products provided to those clients shall be of those defined in this Request For Proposals. Offerors are to provide references contained in **Appendix IV: Reference Form** and return the form with information/documentation as requested.

If you intend to use any subcontractors for this proposal, you shall include the required subcontractors' information in responding to the afore-mentioned minimum requirements and questionnaire. Failure to provide such information may cause your proposal to be deemed ***NON-RESPONSIVE***.

#### **3. EVALUATION AND AWARD CRITERIA:**

The District intends to contract with the qualified firm(s) and/or individual(s) whose proposals are deemed to be most advantageous to the District. No contract shall be awarded solely on the basis of price. Cost is a factor in selection. However, only those proposals determined to best meet all of the requirements of the Request for Proposals will be given consideration.

Northwest Fire District shall evaluate proposals meeting the minimum qualifications and deemed RESPONSIVE. Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.

District reserves the right to request additional information and/or clarification. Any clarification of a proposal shall be in writing. Recommendation for award will be to the responsible and responsive offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation criteria set forth in this RFP.

Responsiveness to this Request for Proposals and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of NWFD, and the District's decision shall be final.

#### **A. Evaluation Criteria and Points**

Evaluation of proposals will be by a committee comprised of District personnel. The evaluation may consist of two phases. In Phase One, the Evaluation Committee will evaluate, score and rank the responses utilizing the Phase One Criteria listed below. Each numeric ranking will be weighted based on a relative weighting assigned by the Evaluation Committee.

After final scoring of the Phase One Criteria, a short-list and ranking may be created. The short-listed Offerors may proceed into a Phase Two Evaluation. Vendors no longer being considered will be notified by the District in writing. If the District does not proceed into Phase Two Evaluations, the scoring of Phase One shall determine the ranking for contract award recommendation.

Offerors who move on to Phase Two of the evaluation process may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration. Upon the conclusion of Phase Two, the District may request a Best and Final Offer from the vendors included in Phase Two.

Upon the conclusion of Phase Two activities, the District shall re-score the short-listed vendors according to criteria and/or questions vendors are asked at the Vendor Presentation. Re-scoring shall be based upon the original proposal as well as any additional information obtained during the Phase Two activities. Upon final scoring of the Phase Two activities, a ranking will be established. This ranking will determine the contract award(s).

Evaluation Criteria are listed below in order of relative importance. Your proposal must address these criteria in the order presented. Your response to these criteria must be organized in a clear and explicit manner so as to facilitate the evaluation process.

- |    |                                     |     |
|----|-------------------------------------|-----|
| 1. | Compliance to the Scope of Services | 40% |
| 2. | Cost                                | 30% |
| 3. | Method of Approach                  | 20% |
| 4. | Qualifications/Experience           | 10% |

**SPECIAL TERMS AND CONDITIONS (CONT.)****4. PROPOSAL SUBMITTAL:**

The Northwest Fire District will not assume responsibility for any costs related to the preparation or submission of the proposal. One original and three (3) copies of your proposal must be submitted. The original must be marked as "Original" on the cover, and the three copies, each marked as "Copy" on the cover. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visuals and other presentation aids are not required. In order for your proposal to be considered, the following should be included and should be referenced with index tabs:

Binders shall be INDEXED and tabbed in the order stated below, with each tab clearly labeled:

- Tab 1. Provide a one page Executive Summary that explains the proposed solution, costs and method of approach.
- Tab 2. Provide a brief history of your firm including name of firm, address and how long the firm has been in business and if applicable how long you have been providing pharmaceutical and supply dispensary equipment.
- Tab 3. Provide a thorough description of your solution and approach as it relates the district's needs as identified in the Scope of Services.
- Tab 4. Provide a STATEMENT OF QUALIFICATIONS.
- Tab 5. Complete APPENDIX I: REQUIREMENTS.
- Tab 6. Provide a thorough description of the total cost of services and complete APPENDIX II: COST SUMMARY. Provide a unit cost schedule of fees for the services you are offering. The schedule of fees must also include travel and lodging.
- Tab 7. Complete APPENDIX III: MINIMUM QUALIFICATION VERIFICATION FORM.
- Tab 8. Complete APPENDIX IV: REFERENCE FORM
- Tab 9. Provide any *pertinent* supplementary information regarding your firm's services or experience that may enable NWFD to become aware of the firm's qualifications. **Please use eco-friendly consideration and consumables when preparing your response. Elaborate brochures, expensive paper, bindings, visuals, presentation aids and packaging beyond that sufficient to present a complete and effective proposal is not desired.**
- Tab 10. **Please provide a signed copy of the Offer and Acceptance Page and all addendums. Proposals submitted without an original, signed copy of this document may be considered nonresponsive. Addendums are posted on the District web site <http://www.northwestfire.org/public-info/purchasing>.**

**SPECIAL TERMS AND CONDITIONS (CONT.)****5. PRICING:**

Offered pricing must remain firm for 365 days, for the initial term of the contract. The NWFD Purchasing Department will review fully documented requests for price/fee increases prior to any contract renewal. The requested price/fee increase must be based upon a cost increase that was clearly unpredictable at the time of proposal submittal, and can be shown to directly affect the price/fee of the item concerned. The NWFD Purchasing Department will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price/fee increase or an alternative option is in the best interest of the District. The vendor shall offer NWFD any published price/fee reduction during the contract period. All price/fee adjustments will be effective on acceptance by the NWFD Purchasing Department. Prices/fees, as indicated, shall include all costs associated with the specified service. Any extra or incidental costs must be indicated separately

Offered pricing shall include all incidental and associated costs to comply with the *Instructions to Offerors, Standard Terms and Conditions* and these *Special Terms and Conditions*.

All pricing shall be **“F.O.B. Destination, Freight Pre-Paid”** to the following destination(s):

Northwest Fire District  
1520 W. Orange Grove Rd.  
Tucson, AZ 85704

**6. BRAND NAMES:**

Specific brand of merchandise or equipment used in the specification is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict offers by other vendors. If specified items are not available, please submit an offer on suitable alternatives. Offeror must be prepared to submit an alternative sample at no cost to the District.

When specifications indicate a particular brand and model only, this is required because the specified item must meet a certain quality level, match an existing item or is part of an item already in use. If the brand and model specified only is not available the District reserves the right to consider alternatives. Additional criteria when considering alternatives under this situation shall include an evaluation of how well the alternative matches the specified item in quality, design, color, etc.

Consideration will be given to proposals on other brands quoted as “equal.” However, the Northwest Fire District will be the sole judge on the question of “equal quality.” After each item, full brand name, model, etc., must be written on the proposal form by all the offerors. Descriptive literature must accompany all proposals, if offering an alternative item.

**7. WARRANTY/GUARANTEE:**

All offeror(s) must guarantee full satisfaction of their products use, or permit unsatisfactory product to be returned collect for full money refund. All defective products shall be replaced and exchanged by the vendor. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall be paid by the vendor. All replacement products must be received by the District within ten (10) days of initial notification. If applicable, offeror shall indicate current pricing for an annual service contract, and estimated percent increase after the initial year service period expires. The district has the option to either accept or pass on future maintenance agreements. Offeror shall provide an example of a service support agreement with the proposal. Offerors must agree to provide maintenance and repairs after the first year.

**8. SAMPLES:**

May be required after proposal opening for evaluation. The samples received will be used to determine quality, durability and compliance with specifications. All samples are to be of the same quality as those materials to be supplied by successful offeror(s) upon proposal award. They shall be free of charge and be submitted within five (5) days of request and removed by the offeror at their expense. Award samples may be held for comparison with deliveries. The District shall not be held responsible for any samples damaged or destroyed in examination or testing. Samples not removed within thirty (30) days after notice to the offeror will be regarded as abandoned and the District shall have the right to dispose of them as its own property.

**SPECIAL TERMS AND CONDITIONS (CONT.)****9. QUANTITIES:**

Quantity(s) as shown are the District's best estimate of projected needs and are in no way guaranteed or implied. Payment will be made to successful offeror for actual quantity(s) ordered and received. Final quantity(s) will be based upon need and funds available at time of the order. In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful offeror(s). Successful offeror(s) will be contacted prior to placing subsequent orders for verification of proposal prices.

**10. ORDERING:**

DISTRICT will make releases by issuing purchase orders under this Agreement. Releases will be transmitted to Supplier via: email, fax or US mail.

Contract administration for the District may be performed by Raymond Thibault or the Northwest Fire District Logistics Division.

Quantities referred to are estimated quantities, and Northwest Fire District reserves the right to increase or decrease these amounts as circumstances may require. No guarantee is made as to the actual work that will be performed during the term of the contract.

Any increase in excess of amount of work must be made through a fully executed change order or amendment to the contract. The contractor will work on an as-needed basis, with no limitations on the number of trips to the on-site locations.

**11. DELIVERY:**

Delivery is to be F.O.B. destination, freight prepaid to the Northwest Fire District, as indicated on the purchase order. Orders will be placed as soon as possible after proposal opening for delivery. Failure to deliver order within the specified time frame may result in purchase order cancellation. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain district purchase order number, vendor name and name of the article.

**12. ACCEPTANCE:**

Acceptance of the goods and services shall be made by the Northwest Fire District as designated on the issued Order in accordance with this agreement. Acceptance is required prior to commencement of Payment terms.

**13. CONTRACT PERIOD:**

It is the intent of the District to award a multi-term contract for the specified services beginning upon award. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive years. Renewal shall be a mutual agreement between the awarded firm and the Northwest Fire District. However, no contract exists unless and until a purchase order is issued.

Conditions for renewal of the contract shall include, but not be limited to, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the proposal documents, and continued competitive prices for the services and/or products provided under the original contract.

**14. CONTRACT LIAISON:**

The Contract Liaison for any contract awarded under this Request for Proposal will be Scott Draper, (520) 887-1010. The Contract Liaison shall act as the District's contract manager and oversee performance under the contract.

The Contract Liaison may provide the offeror with general guidance as to the contract performance. However, this individual is not authorized to make changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the District's Purchasing Department.

**SPECIAL TERMS AND CONDITIONS (CONT.)****15. ADDITIONAL SERVICES:**

The District reserves the right to add related services to the contract at any time during the contract period. The District shall contact the contractor for prices prior to adding any service, and may at NWFD's sole option, accept the quoted price or purchase elsewhere those services.

**16. DEMONSTRATIONS:**

All offerors may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration.

**17. COMPENSATION AND METHOD OF PAYMENT:**

Any contract shall provide for compensation that the District determines is fair and reasonable, taking into consideration budgetary limitations, and the scope, complexity and professional nature of the services. Contractor will be compensated only for work properly approved in advance by the District.

All proposals shall include a schedule of fees associated with providing the services offered. The successful offeror shall be compensated for services properly rendered in accordance with the schedule of fees. Payment shall be made from detailed invoices, in forms acceptable to the District.

The schedule of fees must be firm for the initial contract term. Fees may be reviewed prior to any contract renewal. Any requested fee increase must be based upon a cost increase that directly affects the cost of services provided. Any requested fee increase that the District determines is not in its best interest will be rejected, and the District may seek an alternative solution. All fee adjustments shall become effective upon acceptance by the District's Purchasing Department.

**18. BILLING:**

Contractor shall submit Request(s) for Payment/Invoices to the District for goods and services provided in accordance with the contract. Said documents shall reference the District Contract number under which the charges authorized, and assign and reference all charges to a particular line item defined by the contract.

Invoices are not considered received until verified and received by Financial Operations. Invoices must be sent to:

Northwest Fire District  
Accounts Payable  
5225 W. Massingale Rd.  
Tucson, AZ 85743

**SPECIAL TERMS AND CONDITIONS (CONT.)****19. BEST AND FINAL OFFER**

District reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.

In the event that discussions are held and clarifications are requested, a written request for best and final offers shall be issued. The request shall set forth the date, time, and place for the submission of best and final offers. If offerors fail to respond to the request for best and final offer or fail to submit a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.

**20. PROCUREMENT CONTACT:**

Questions regarding this solicitation should be submitted in writing to the Purchasing Department, Attention: Raymond Thibault. All offers shall reference the Solicitation Number and Title. Questions submitted within 8 days of the solicitation Due Date may not be answered.

Fax: (520) 887-1034 email: [rthibault@northwestfire.org](mailto:rthibault@northwestfire.org)

**VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.**

**21. PRE-PROPOSAL CONFERENCE:**

All interested parties may attend a pre-proposal conference that will be held at the time and place indicated on the cover page. The purpose of the conference is to clarify, if necessary, the terms of this Request for Proposals, and to prevent any misunderstanding of the District's intention in this matter. If anyone should have a discrepancy in, or omission from, the general terms and conditions of this Request for Proposals, or if in doubt as to their meaning, such matters should be presented at this conference so that written addendum may be given if necessary. Oral statements or instructions will not constitute an amendment to this Request for Proposals.

**22. INSURANCE CLAUSE:**

Certificates of Insurance shall be provided by the successful firm(s) or individual(s) providing Commercial Liability Coverage within ten (10) days after the District issues a notice of award. Liability coverage shall include automobile liability and is required in an amount of not less than \$1 million per claim with a general aggregate of at least \$1 million. The Certificate(s) of Insurance shall name the District as an additional insured. Professional Liability Insurance (for errors, omissions and malpractice coverage) shall be provided with limits of at least \$1 million per claim and \$1 million per aggregate to be maintained by the successful offerors. If the policy is written on a claims-made basis, offeror warrants that any retroactive date under the policy precedes the effective date of this contract and that continuous coverage will be maintained for a period of two years beginning from the time work under the contract is completed. The cost of the Insured's defense will not be deducted from the amount of insurance available to pay claims. Terms of professional liability insurance may be modified upon a showing that the required terms are not readily available in the commercial market.

A certificate of Workers' Compensation Insurance shall be provided by the successful offeror(s). Workers' Compensation Insurance shall be in compliance with State statute.

Each insurance policy required by the District shall not be cancelled or reduced in coverage or limits except after thirty (30) days written notice to the District.

All certificates are to be received and approved by the District prior to the beginning of the contract period. Failure to maintain the required insurance or provide evidence of insurance shall be considered a material breach of contract.

**END OF SPECIAL TERMS AND CONDITIONS**

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)

**APPENDIX I: REQUIREMENTS****OFFEROR NAME:** \_\_\_\_\_

Offerors will respond to each numbered specification by checking the appropriate "Comply" or "Deviate" box.

	Requirement		Comply	Deviate
<b>I.</b>	<b>Hardware Specifications</b>			
I.a	Provide secure means of storing and distributing items			
I.b	Have multiple levels of security and accountability			
I.c	Have Radio Frequency Pad and key pad security capability			
I.d	Provide for dual validation for controlled substances distribution from specific slots			
I.e	Have the capability to store a minimum of 40 items with capability for expansion			
I.f	Have interior lighting			
I.h	Have customizable screw/slot size to accommodate varying product sizes			
I.j	Have climate control capability			
I.k	Have network capability for software integration			
I.l	Be able to daisy chain additional storage units as one unit			
I.m	Have the ability to add locker style or storage cabinet style storage units			
I.n	Have a secure slot or bin for the return of expired products			
<b>II.</b>	<b>Software Requirements</b>			
II.a	Must meet all FDA pedigree criteria			
II.b	Must manage expiration dates			
II.c	Must manage and track medication lot number per FDA compliance			
II.d	Must track items at the single unit level			
II.e	Must manage PAR levels			
II.f	Must alert for low PAR levels, expiration dates, specific product usage			
II.g	Must track dual validation including requiring multiple level authority for specific items			
II.h	Must require incident number for item distribution			
II.i	Must have the ability to alert multiple administrators via e-mail and or text for predefined conditions: -Temperature -Specific supply used -Par level -Expiration dates -Lot location -For each dual validation -Must integrate with other inventory management software -Must integrate with multiple supplier software			
II.j	Do you ensure secure access to the software?			

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)

II.k	Contractor facilitates regular updates?			
II.l	Are there additional costs for performing software updates?			
II.m	Do you perform the updates for the customer?			
II.n	Do you encrypt the data?			
II.o	Does your encrypted data meet regulatory requirements?			

### Special Terms and Conditions and Scope of Work / Specifications Acceptance

**Check one of the following responses to the and Conditions and Scope of Work / Specifications:**

☐ We take no exceptions/deviations to the special terms and conditions and scope of work / specifications.

☐ We take the following exceptions/deviations to the special terms and conditions and scope of work / specifications. Provide details on your exceptions/deviations below:

**END OF APPENDIX I**

**APPENDIX II: COST SUMMARY****OFFEROR NAME:** \_\_\_\_\_

The dollar cost bid shall contain all pricing information relative to Pharmaceutical and Supply Dispensary Equipment as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

**Equipment Specifications**

- DEA compliant drug storage
- Lexan glass if applicable
- Ability to secure device to ground
- Cloud based software monitoring/logging/ordering/messaging
- Ability to store 30 to 40 items ranging from medication vials to defibrillation pads
- Refrigeration
- Ability to require dual validation login for certain medications
- Ability to use proximity cards

**Group I: Pharmaceutical and Supply Dispensary Equipment**

Item #	Description	QTY	Manufacturer/ Model Number	Warranty	Unit Price \$	Extended Amount
1	Pharmaceutical Supply Dispensary Equipment	4				
2	Software	4				
3	Software Maintenance (Year 2)					
4	Software Maintenance (Year 3)					
5	Software Maintenance (Year 4)					
6	Software Maintenance (Year 5)					
7	Training					
8	Installation					
9						
10						
	<b>TOTAL</b>					

**Group II: Related Services**

% Discount off list price on Related Parts/Equipment	%
Labor Rate Per Hour for Related Services	/Hour

**END OF APPENDIX II**

**APPENDIX III: MINIMUM QUALIFICATIONS VERIFICATION FORM****OFFEROR NAME:** \_\_\_\_\_

Proposals not meeting the minimum qualifications will be deemed *NON RESPONSIVE* and will not be considered for further evaluation.

If defined in this solicitation, provide documented and verifiable evidence that your firm satisfies the Minimum Requirements, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Minimum qualifications of the offeror's company	Yes/No	
2	Minimum qualifications of the proposed key personnel	Yes/No	
3	Provide copies of license, certifications, accreditation, etc.	Yes/No	
4	Additional MQ if any.	Yes/No	

Submitted by (Printed Name and Title): \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**END OF APPENDIX III**

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)

**APPENDIX IV: REFERENCE FORM****OFFEROR NAME:** \_\_\_\_\_**REFERENCES:** Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers of customers who have done business with your firm:**REFERENCE 1**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

**REFERENCE 2**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

**REFERENCE 3**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)

**END OF APPENDIX IV**

**The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.**

**VENDOR INFORMATION/SERVICE:** All offerors must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District's best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address and/or E-mail to which purchase orders are to be sent.

#### COMPLIANCE TO SCOPE OF WORK

Is Descriptive literature enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Offer and Acceptance Page properly signed? Proposals submitted without an original, signed Offer and Acceptance Page may be deemed nonresponsive.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are addendums signed and attached? <a href="http://www.northwestfire.org/public-info/purchasing">http://www.northwestfire.org/public-info/purchasing</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### PRICE

Please Indicate number of days that prices are firm.	
Are prices indicated by unit and totals?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**OFFER AND ACCEPTANCE****RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT WITH THEIR BID**

Print or type in ink the requested information. **TYPEWRITTEN RESPONSES ARE PREFERRED.**

**OFFER****TO THE NORTHWEST FIRE DISTRICT**

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph (1) of the Northwest Fire District Standard Terms and Conditions.

**For clarification of this offer, contact:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**CERTIFICATION**

By signature in the Offer Section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**ACCEPTANCE OF OFFER**

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request For Proposal, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the District.

This contract shall henceforth be referred to as Contract No. 1605. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order.

**NORTHWEST FIRE DISTRICT**, a political subdivision

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Michael J. Brandt  
As Northwest Fire District Fire Chief and not personally

\_\_\_\_\_  
George Carter  
As Northwest Fire District Chair and not personally

\_\_\_\_\_  
Thomas A. Benavidez

Attachment: 1605 Pharmaceutical and Supply Dispensary Equipment (2016-131 : 1605 Pharmaceutical Equipment)



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-47

6.A.1

Meeting: 07/26/16 06:00 PM

Department: Fire Chief

Category: Chief's Board Report

Prepared By: Heather D'Amico

Initiator: Michael J. Brandt

Sponsors:

DOC ID: 2316

## FIRE CHIEF'S REPORT Chief Michael J. Brandt July, 2016

### ACTIVITIES:

The Administrative, Training, Logistics, and Fleet Offices were closed on Monday, July 4<sup>th</sup>, 2016 in observance of Independence Day.

I was out of the office from June 27<sup>th</sup> through July 1<sup>st</sup>.

I continue to meet with Fire Chiefs Randy Karrer, Golder Ranch Fire District, Jonathan McMahan, Rural/Metro Fire Department, Brett Lane, Picture Rocks Fire District, American Medical Response (AMR) and others to discuss our mutual interests, collaborative efforts, and opportunities.

Meetings continue with IAFF Union Local 3572 President Captain Gary Watson, Vice President Brian Keeley, and Senior Staff regarding budget and operational issues.

I met with Senior Staff to discuss our Strategic Plan, goals, and objectives. Team members are diligently working to revise and update the District's Standard of Cover (SOC) and a revision of the Standard Operating Guides. The accreditation renewal process is continuing to be completed with various required tasks assigned to multiple team members. Performance Indicators and Core Competencies continue to be of significant focus.

I attended the combined Arizona Fire Chiefs Association 2016 Desert Southwest Leadership Conference and the Arizona Fire Districts Association 2016 Summer Conference from July 12<sup>th</sup> through July 16<sup>th</sup>, in Glendale, Arizona. This was the first time the two fire associations had combined resources to provide a joint conference at the same location but with separate classes and speakers. NWFD Vice-Chairman Bruce Kaplan attended the AFDA meetings and Board Member David Talas attended the AFCA and the AFDA meetings.

I attended the annual Pinnacle-EMS Conference from July 18<sup>th</sup> through July 22<sup>nd</sup> in San Antonio, Texas. Pinnacle is "universally described as the year's top event for EMS leaders. It is a one-of-a-kind event that brings together leaders who want to discover innovative solutions, and who want to understand the real potential for EMS as an essential hub of the healthcare system." I was able to network with other top EMS leaders from across the country and discuss advanced business practices and solutions to issues faced in the EMS division.

I met with Senior Staff to discuss the Bond Advisory Committee findings and recommendation to the NWFD Governing Board; and to discuss the potential 2016 Bond Election.

**ROUTINE EXTERNAL MEETINGS INCLUDED:**

The Marana Community and Regional Update Meeting; Department Head Meeting - Town of Marana; Marana Town Council Meetings; Greater Tucson Fire Foundation meetings; PCWIN; YMCA Board of Managers Meeting; and associated Boards/Committees.

**INTERNAL MEETINGS:**

A full schedule of internal meetings included: Executive Staff Meetings; Executive Team Meetings with all members of Senior Staff; Meetings with Asst. Chiefs Bradley and Emans on Operational and Support coordination; HR Meetings including discussion of personnel matters; Leadership Team Meeting; General Staff Meeting; Meetings regarding Annexations; and Operational meetings with Executive Staff - Finance, Operations, Support, HR, and Community Affairs.

Throughout the organization, we continue to operate at a rapid pace with multiple ongoing projects, revising, updating, and implementing change to our policies, procedures and processes while meeting the changing needs of our residents and community.

A heartfelt thank you to all of our NWFD Team Members and your extraordinary efforts in meeting the daily challenges while in service to our team and our community.



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-48

6.A.2

Meeting: 07/26/16 06:00 PM

Department: Support Services

Category: Assistant Chief/Director's Report

Prepared By: Heather D'Amico

Initiator: Doug Emans

Sponsors:

DOC ID: 2315

## SUPPORT SERVICES REPORT Assistant Chief Doug Emans July, 2016

### **ACTIVITIES:**

- In late June and thus far into July the Support Services areas began planning the timelines for several of the large and time dependent capital programs and projects including phase II infrastructure upgrade, microwave link replacements, radio systems, etc.
- Contract reviews following RFP work is a normal seasonal event personnel are working on.
- Division reports are included for your review, notable are continued efforts to achieve and maintain the highest levels of service possible in the Support Services areas of the District.

### **Planning**

- Planning personnel attended a major educational conference to further our GIS ability and presence. Firefighter Tom Krinke and Jim Long both attended this year's conference and brought back a more focused and fresh perspective on what we can achieve including a revised set of goals and objectives in this area.
- Work continues on the accreditation process in preparation for the 2017 application.
- Our ISO evaluation and subsequent challenge of some of the data and scoring has been front and center for Planning personnel. The research necessary for the response to the evaluation is nearing completion and should be transmitted by the time the Board Members receive this report.

### **Logistics**

#### Warehouse

- As stated above, Warehouse personnel are focused on closeout activities and reviewing vendor proposals for equipment, uniforms and supplies moving forward into 2016/2017.
- Phillip Mollencopf has started in the position of Courier on June 28 and is doing quite well assimilating with his coworkers as well as personnel in the field.

#### Fleet

- Fleet Services has received all vehicles related to the leasing program. These vehicles have been assigned to their new operators and outfitting is complete. This yielded a couple of vehicles to be fitted with radios and lighting for assignment in different locations requiring emergency response capabilities. We are now moving toward implementation of a new refueling program which we believe will yield greater benefit to us in this process.

- Chuck Hammel, our Mechanic Helper (PT) informed us of his intent to retire permanently with his last day being July 15. We will be determining our best options to replace the position or upgrade it to a much needed Fleet Clerk which has been vacant since 2010.
- Given some of the challenges with equipment and storage at the warehouse, we took advantage of the former wildland operations center and have moved our equipment and PPE service workers to this location. Costs are minimal with the advantages in space needed and security far outweighing the current costs. Additionally, the storage is shared with Prevention and Safety which was already storing several large pieces of equipment in that facility. It is a great win-win.

#### Facilities

- Annual site inspections resulted in a need to monitor all sprinkler facilities in the District. This was not previously done due to 24/7 staffing, however, in digging deeper into the Fire Code we recognized the necessity. We are investigating options including monitoring the calls through the alarm room at the City through our existing contract.
- Facilities personnel are gearing up for a great deal of work in the future should we successfully pass the bond issue in the upcoming election.

#### **Technology**

- Phase II of the network upgrade is underway with equipment ordered. It is our intent to get this project underway as soon as possible in order to realize the full value of the upgrades. Phase II includes the wireless infrastructure necessary to support our wireless systems both in the facilities and units in the field.
- The radio system upgrade project is performing well thus far in the test and evaluation phases for F-3, leading us into the F-2 portion of the project. With all the work done and a stable network providing reliability, we do not anticipate the long delays we experienced in the first phase of the project.
- The station alerting project is well underway despite some serious setbacks to that project. We have managed to save some money overall in the project while at the same time receiving some enhanced services. Finally, we were able to use local resources to complete the installations, keeping the resources here in the Tucson area. I would note that Captain Michael Rollman has done a tremendous job managing this project. This is his first major project management assignment and his learning curve is steep, but he has done very well in the process thus far.

#### **GOALS**

- Determine the best course of action to support IT functions given the challenges identifying a suitable manager candidate
- Work with Operations personnel to complete the station alerting system installation in a short time frame

- Continue to support the Town of Marana in the design of a new communications center in which we may relocate in the future



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-49

Meeting: 07/26/16 06:00 PM

Department: Operations

Category: Assistant Chief/Director's Report

Prepared By: Brad Bradley

Initiator: Brad Bradley

Sponsors:

DOC ID: 2313

6.A.3

## OPERATIONAL SERVICES BOARD REPORT Assistant Fire Chief Brad Bradley July, 2016

### **ACTIVITIES:**

June was spent coordinating personnel, responsibilities, and activities within Operational Services. As is normally reported, work continues on the following primary operational initiatives:

- *Continued reviews within operational services towards completion of 2014-16 strategic plan goals #1 and #5.*

Staff is waiting for the finalization of the District's Standards of Cover (SOC) so that further decisions on our operational deployment model can be made. That said, the special operations section of the SOC has been completed. Staff will be presenting this item at the next regularly scheduled Leadership Team meeting in August.

- *The review and revision of all standard operating guidelines (SOG's).*

This objective was completed in June specific to those guidelines within operational services. Work continues towards creating a new manual for operational services.

- *Continued review and development of CFAI (accreditation) performance measures and establishment of monthly performance reporting procedures for all operations managers.*

Performance reporting for all managers within operations is now in place through the First Watch reporting system. However, given the new CFAI requirements relative to recently expanded core criteria (CC's) and performance indicators (PI's) it appears much work remains to satisfy this requirement.

In addition to these primary operational initiatives, efforts were ongoing in the following strategically important areas during June as well:

- Paramedic Training Process (PTP) - Staff finalized the selection process to establish an eligibility list for future Paramedic Certification Training. The testing process is scheduled in the month of July.
- Staffing- Staff is preparing for a hiring process with a potential academy start time of January 2017 or shortly thereafter. Based on the needs of the District and availability of qualified candidates, it's been determined that Academy 17-01 will be "green" which will include emergency medical technician (EMT) certification training being provided by the District during the academy. Doing so

allows for the greatest opportunity to hire high quality and diverse personnel. That being said, accommodations will be made should any candidates be previously certified.

- Communications / Dispatch - Changes to the District's radio system continue to be implemented and certain aspects of the system have been optimized. More detail is provided in the monthly report of Assistant Chief Emans.
- Ambulance Transportation - Ambulance billing is showing positive progress as we've reached a collections total of approx. \$1.5 million. Considerable efforts continue to be put forth to optimize the data and billing processes associated with this service.

Response time compliance in accordance with the CON standards are as below. This ongoing analysis does not include the removal of legitimate response time exceptions, which normally occurs prior to submittal to DHS upon review or renewal of the CON. As a note, DHS defines compliance as being within + or - 1.5% of the established standard;

#### June 2016

10 Min 90% Standard - Actual 90%

15 Min 99% Standard - Actual 97%

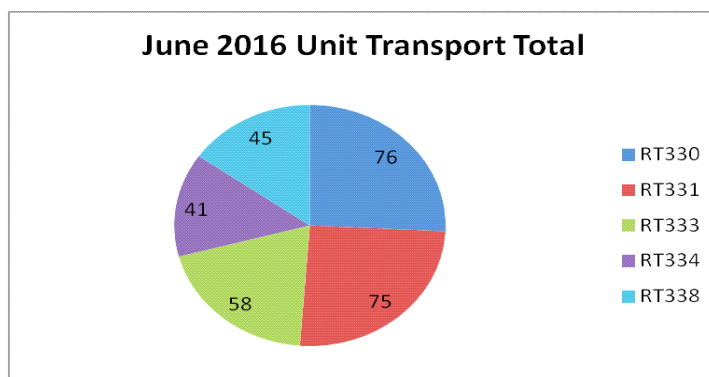
#### 2016 Year to Date

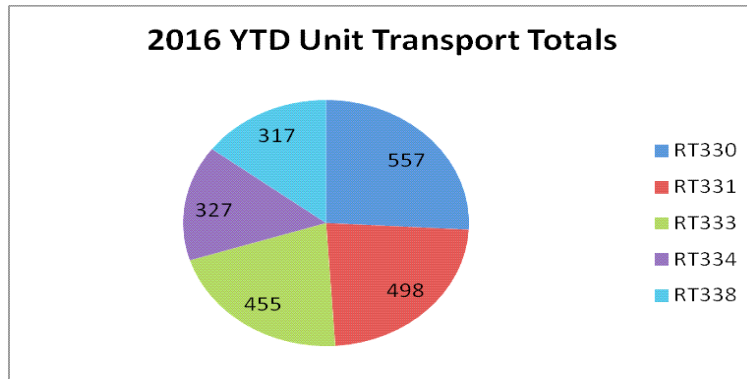
10Min 90% Standard - Actual 89%

15 Min 99% Standard - Actual 97%

- The following are the transport statistics for the month of June and the year to date totals for 2016 thus far:

June Transport Total = 299



Year to Date Transport Totals = 2108

- Budget - The following are the combined percentages of the hourly and unscheduled OT budgets utilized from July 1<sup>st</sup> through June 30. Given staffing shortages experienced throughout FY15/16 the operations personnel budget experienced a shortfall of 2.88% (\$314,828.04):

2015 / 2016	Combined Percentages	% of Year			
	Remaining	Diff	Spent	Of Year	- % Spent
July	92.47%	7.53%	7.53%	8.33%	0.81%
August	84.52%	7.96%	15.48%	16.67%	1.18%
September	76.44%	8.08%	23.56%	25.00%	1.44%
October	67.69%	8.75%	32.31%	33.33%	1.02%
November	59.40%	8.29%	40.60%	41.67%	1.07%
December	47.78%	11.62%	52.22%	50.00%	-2.22%
January	39.18%	8.59%	60.82%	58.33%	-2.48%
February	30.57%	8.61%	69.43%	66.67%	-2.76%
March	21.88%	8.70%	78.12%	75.00%	-3.12%
April	13.73%	8.14%	86.27%	83.33%	-2.93%
May	5.58%	8.15%	94.42%	91.67%	-2.75%
June	-2.88%	8.46%	102.88%	100.00%	-2.88%

- Accreditation - Operations staff members were busy in the month of June completing the CFAI reporting on core criteria (CC's) and performance indicators (PI's) for our upcoming reaccreditation effort. The operational areas that will be providing reports are Ops, EMS, Hazmat, TRT, ARFF, Training, Wildland, CAP, and Dispatch. As reported previously, given the changing requirements for data analysis and reporting coupled with current IT related challenges, much work and additional resourcing remains in order for a successful reaccreditation to be achieved.

- Labor Relations / MOU - as part of the budget process, much discussion has and continues to occur with L3572 members. The intent has been to discuss and identify important adjustments to many processes and procedures that are impactful to our members, the District's budget, and our operational readiness. Among those are considerations to modify the current payroll process, adjust several position classifications, as well as make adjustments to the current staffing and seniority bid procedures.
- Meetings - the following meetings/activities were held to further support the mission of our members and the District:
  - Attended four (4) Executive Staff meetings
  - Attended two (2) Bond Committee meetings
  - Attended two (2) Governing Board meetings
  - Attended an Accreditation meeting
  - Attended two (2) budget meetings
  - Attended two (2) general meetings of Local 3572
  - Attended a strategic plan update meeting
  - Attended a Leadership Team Meeting
  - And, various other meetings with assigned personnel, other department managers, and external stakeholders to collaboratively support other initiatives outside of operational services and throughout our region.

**GOALS**

Save lives, protect property, and care for our community.

**OPS BOARD REPORT  
Division Chief Mike Duncan  
July, 2016**

**ACTIVITIES:**

Dispatch Services - Captain Mike Rollman

- Finalization of USDD purchase and install bids - Started install of new station alerting systems budgeted in FY15/16 CIP.
- Attended the TriTech CAD Demo to begin looking at options for a future computer aided dispatch (CAD) system.
- Worked with APX for a possible solution to our incident pre planning needs.
- Worked with TFD Comm staff to develop a plan for educating dispatchers about telephone assisted CPR.

#### Medical Services - Acting Deputy Chief Scott Draper

- Held paramedic promotional testing process. Five (5) paramedic training positions were included in the 2016/2017 budget. 13 members tested and 10 were placed on an eligibility list.
- Provided Hands-Only CPR training to 150 employees at the Westward Look Resort. Staff are currently looking for opportunities to provide the same training to the employees of the Ritz Carlton in Dove Mountain.
- Provided Hands-Only CPR training to numerous community members.
- Met with the DEA to discuss rules pertaining to the storage of narcotics in the dispensing machines that are being purchased as part of the FY16/17 CIP.
- Prep for ventilator training that will be begin in July. Upon completion this will add a new level of service on our transports that we believe will improve patient outcomes for our most seriously injured or ill patients.

#### Operations Support - Deputy Chief Dave Resnick

##### Incident Response:

- 06/22/16 - Code Arrest save by Station 330 crews. Patient was found unconscious in a chiropractor's office with CPR being performed. Crew assumed patient care, and utilizing ALS treatment and transport, delivered patient to NWH for further treatment.
- 06/24/16 - NWFD treated and transported a DPS Trooper and the woman who drove over the officer's foot during a high-profile traffic situation. The incident involved approximately a dozen Marana Police and DPS Troopers trying to stop the woman from driving the wrong way on the interstate.
- 06/26/16 - An early morning fire damaged a home in the Flowing Wells area. Crews encountered smoke and flames from the bedroom window upon arrival. The fire was contained to the room of origin and under control within 28 minutes of the firefighters' arrival. The family's dog was credited with waking the two residents (along with smoke detectors), who escaped safely.
- 6/30/16 - #16-18407 - NWFD units assisted MPD with a code 900 patient, who had numerous hand grenades, both inert and active. The patient was a grenade hobbyist, and worked to make old grenades inert. PCSO bomb squad called out, BC332 remained on scene to assist as necessary.

##### Personnel:

- Captain Paul Coe (Station 339 B) retired.
- Several firefighters are assigned to Wildland fires around the western states.
- Attended a meeting to discuss the Marana Airport Master Plan.

## Training - Deputy Chief Scott Hamblen

- Administered an Engineer Promotional process. 12 candidates entered the process and four (4) were ultimately ranked on the current promotional list.
- Delivered Support Vehicle Operator training for all transitional employees.
- The Training Center hosted the monthly Marana Chamber of Commerce Meeting.
- Hosted Camp Fury.
- Hosted Pima Regional Haz Mat Drills.
- Hosted Babysitter Program delivered by Prevention and Safety.
- NWFD Training was used by on-duty crews for physical training and various fire based training evolutions.
- NWFD Training Center accounted for 495 hours of scheduled use this month with 12,027 projected participant hours.



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-50

6.A.4

Meeting: 07/26/16 06:00 PM

Department: Prevention and Safety Division

Category: Chief's Board Report

Prepared By: Heather D'Amico

Initiator: Donald P. Garcia

Sponsors:

DOC ID: 2308

## PREVENTION AND SAFETY DIVISION FIRE MARSHAL REPORT

**Fire Marshal Donald P. Garcia**

**July, 2016**

We continue to evaluate, coordinate and direct all activities related to inspections, plan reviews, public education, training, strategic planning, and community partnerships.

Lisa Douglas is the Acting Lead Fire Inspector responsible for all Inspections which includes new construction and "Own Your Zone" with some supervisory responsibilities and internal training specifically for the new trainees.

Lead Fire Inspector Robinson continues to gain experience in plan review and also maintains the additional responsibility as our RMS Manager for the Division. In addition, Inspector Robinson is part of the annexation team and continues to assist in expanding our District.

Fire Plans Examiner Bob Camps continues to develop and implement the electronic plan review process along with the submittal checklists that will assist the customer with pre-loaded requirements for all plans. Bob has assembled an internal team to complete the checklists.

Now that the District has made adjustments to the size of files for Office 365, we will expand the beta testing of our electronic plan review process with the software Blue Beam. This process continues as we develop procedures associated with the electronic submittals.

The Inspector Recruits completed their probationary year and are now in the next phase of training. The next phase consists of apartment complexes, restaurants, and working towards their ICC Fire Inspector I. They are making great progress. In addition they have been assigned an Inspector Zone which took effect July 1, 2016

The 2015 -2016 school year has ended Our Fire Inspectors provided the District's public education / fire safety classes to the following grades:

<b>Grade</b>	<b>Number of Classes</b>	<b>Number of Students</b>	<b>YTD Students</b>
<b>Kindergarten:</b>	<b>Schools Out</b>	<b>Schools Out</b>	<b>2771</b>
<b>2<sup>nd</sup> Grade:</b>	<b>Schools Out</b>	<b>Schools Out</b>	<b>1536</b>
<b>4<sup>th</sup> Grade:</b>	<b>Schools Out</b>	<b>Schools Out</b>	<b>1504</b>
<b>Special Needs</b>	<b>1</b>	<b>35</b>	<b>105</b>

Jim Long and Prevention partnered to develop an interactive project develop map. The primary purpose of this map is to identify and communicate development projects

within the District that are either currently under review, in the construction phase or recently completed where a Certificate of Occupancy has been issued. The map also identifies the Fire Inspector Zones and which Fire Inspector is responsible for a particular project and/or zone. The map has been distributed but Training is still coordinating with staff to make it available on Target Solutions.

Prevention continues to meet with Gary West on the re-accreditation process. Internal deadline for documents was June 30, 2016. There are new requirements for Prevention's Core Competencies and Performance Indicators.

A follow-up meeting with Deputy Chief Dave Resnick occurred to discuss Operations and Prevention Coordination. Topics included Fire Investigations, Engine Company Inspections, Pre-plans, Smoke Alarm Installations and Own Your Zone.

I attended a meeting at the Town of Marana to finalize procedures associated with the issuing of C of O's to new and existing buildings. Inspector Lead Ian Robinson and Plan Examiner Bob Camps also attended the meeting representing the NWFD.

We are still researching the possibility of implementing a web-based service for tracking and collecting annual fire protection contractor's inspection reports for all safety systems through "The Compliance Engine". It is a proactive, efficient process to review reports, notify customers, track deficiencies and ensures compliance.

Mountain Vista Fire District has chosen to stand up their own Fire Prevention Division and is now in effect as of July 1. The transition of services and notifications to the customers has been made.

### **DEVELOPMENT**

A new 18,000 SF shell building is being proposed on Travel Center Drive. The occupant is unknown at this time.

96,000 SF Marana Senior Center continues to move forward and is in plan review phase. Silverbell and Coachline area.

Arizona Pavilions Project (Petco, TJ Max, Ross, Home Goods) has started up again and final building plans have been approve. Dirt work has begun.

### **PREVENTION AND SAFETY STATISTICS**

<b>Activity</b>	<b>Marana</b>	<b>Pima</b>	<b>MVFD</b>	<b>June Total 2016</b>	<b>2016 YTD</b>
<b>Inspections</b>	78	83	0	161	1289
<b>Re-Inspections</b>	44	30	0	74	604
<b>Construction Inspections</b>	77	29	6	106	538
<b>Plan Review</b>	31	28	4	59	416

<b>Fire Investigations</b>	0	2	1	3	24
<b>Car Seat Inspections</b>	9	0	0	9	68

I also attended the following meetings:

- Executive Staff (4)
- Fire Chief
- Fire District Board Meeting
- General Staff
- Internal Division Meeting (Daily)
- Arizona Fire Marshal Association
- Southern Arizona Homebuilders Association (SAHBA)

**GOALS FOR JULY INCLUDE:**

- Place Fire Code Standard Detail Sheets for contractors on web site.
- Complete Accreditation Information
- Fire Protection Contractors Licensing Requirements



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-51

6.A.5

Meeting: 07/26/16 06:00 PM

Department: Logistics

Category: Chief's Board Report

Prepared By: Dugger Hughes

Initiator: Dugger Hughes

Sponsors:

DOC ID: 2304

## LOGISTICS BOARD REPORT

Deputy Chief Hughes

July, 2016

### **ACTIVITIES:**

After much discussion and fact finding, it was decided by the District to begin utilizing the old Wildland Operations Center on West Quasar again. The District's Fire Equipment Service Worker and the PPE Maintenance Worker, along with all their equipment, will be relocating to this facility in the near future. Both of these folks have been busy remodeling the facility, and preparing it for use. It will now be known as the Equipment Service Center (ESC) and all PPE, SCBA, special tools and equipment, and hose will be housed and worked on at this facility. This move will free up the SCBA space at Station 333, allowing more room for EMS. It will also free up space in the Warehouse, which is currently overcrowded. Additionally, there will be one office at the ESC assigned to Prevention. Though this office may occasionally be used for daily Prevention activities, its main purpose will be to provide a place for Inspectors to rest overnight when they have been on a late night call.

Evaluations on a uniform provider for the District are ongoing, and the evaluation group has narrowed the potential vendor list to two companies. An additional presentation from each company will be completed this month, with hopes of having a selection for Board approval at this month's meeting.

We are researching forklift options to replace the problematic forklift at the warehouse, and to provide the ESC with a serviceable option for moving heavy materials. We are looking at leasing options, used equipment, and smaller pallet lifters as potential replacements.

### **Facilities:**

- Requests for quotes for services for the upcoming fiscal year were initiated for plumbing, electrical services, and pesticide services were initiated.
- Preventative Maintenance was performed on bay doors and gates at Fleet, Administration, and the CSC.
- Fire Alarm inspections were completed at all District Facilities.
- Complete Sprinkler systems inspections were completed at all District Facilities.
- A total of 72 work orders were created in Facilities this month.
- 21 work orders were completed this month.
- The generator at Station 331 is up and running. We are waiting on one wiring harness to completely finish the job, but the station and BC Headquarters are 100% powered at this time.

**Personal Protective Equipment:**

- Both the Equipment Service Worker, and the PPE Maintenance worker spent a significant amount of time this month remodeling the new ESC. Both the interior and exterior are getting updates, repairs, and general cleaning. The building has been vacant for approximately 2 years, and there is a significant amount of work to be done. This facility will provide a much more efficient, and roomy, work area for these personnel.
- Due to significant work the prior month, there were only 2 work orders for SCBA maintenance this month.
- There were 66 work orders related to PPE that were processed this month.

**Warehouse:**

- Evaluations of a uniform provider for the District were conducted this month. This is a decision that greatly impacts District employees, and extensive effort and diligence in the selection process is crucial.
- There were 47 EMS supply orders this past month, with 84 Oxygen cylinders switched out.
- 27 Station supply orders were filled, along with 11 Office supply orders.
- The Warehouse processed a total of 140 uniform orders.

**Fleet:**

- The two new ambulances should be delivered around the end of this month, and the new engine will hopefully be delivered near the first of September.
- The Apparatus Committee is working on the purchase of the two new engines approved in the 2016/2017 CIP.
- Fleet completed 14 scheduled work orders and 62 unscheduled work orders in June.
- There are currently 34 active work orders, with 76 having been completed.
- District vehicles drove 72,254 miles with an average MPG of 13.71.



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-52

6.A.6

Meeting: 07/26/16 06:00 PM  
Department: Community Affairs  
Category: Chief's Board Report  
Prepared By: Trina Motto

Initiator: Trina Motto

Sponsors:

DOC ID: 2314

## COMMUNITY AFFAIRS BOARD REPORT

**Manager, Trina Motto**

**July (June 15 - July 12), 2016**

- Collaborated with staff to provide presentations and information to governing Board on Bond Advisory Committee meetings on potential of 2016 Bond Election
- Coordinated with IT on continued Office 365 district-wide implementation; continued Phase II training for staff on new file storage options
- Continued work on Strategic Planning refresh effort; coordinated an Strategic Team planning meeting; updated the strategic planning team on develops and communicated next steps to members in the Plan's development
- In partnership with Ops, Training and HR, initiated planning and timeline development for upcoming firefighter recruiting marketing efforts
- Assisted in the continued development of the Standards of Cover document in partnership with Special Projects
- Complete and submitted assigned re-accreditation Performance Indicators and Core Competencies
- BackOffice related items:
  - Moved "Reports" top its own page (instead of being a sub-item on the NWFD Documents page)
  - Adjusted top navigation menu to include entry for Reports
  - Redesigned the Office 365 training page - formatting updated, added materials for the Phase II O365 training
  - Started standardization of the formatting of all Blurb modules, using a new Advanced Blurb module. The formatting of these items had started straying from a standard, so a new standard format has been developed using our color palette and standard sizing.
  - Tested and implemented several major WordPress and them/plugin updates that were release this month. Most of these included security updates, so priority was given to the testing and implementation of these updates.
- Public Website related items:
  - Produced banner for the homepage, and linked article, for Heat Warning safety message we promoted for a week
  - Worked with Purchasing on the posting (and removal) of several RFPs for the "RFP and Bid Opportunities" page
  - Posted minutes and agenda related items to the Pension Board page
  - Posted the adopted budget to the Finance page

- Updated the Contractor Coffee Forum page with date/info for the next CCF meeting
  - Tested and implemented several major WordPress and them/plugin updates that were release this month. Most of these included security updates, so priority was given to the testing and implementation of these updates.
- Office 365 related items:
  - Worked with Microsoft migration team to complete email migration to Office365/Exchange Online
  - Recreated email distribution lists that were not migrated automatically
  - Performed maintenance on user accounts post-migration: adding profile picture, title and department info, etc.
  - Set display name for all user accounts to First Name Last Name, instead of Last Name, First Name (this was suggested/requested by HR)
  - Performed audit of all user accounts: verify account as needed and existed in the correct group/department
  - Completed training materials for Phase II - Office Portal and OneDrive for Business
  - Prepared Phase II training to non-suppression personnel
  - Created a video presentation of the last in-person session of the Phase II training and posted this to BackOffice. This will be used to provide the training to suppression personnel
  - Created materials for Skype for Business supplemental training that we will be delivering to staff shortly
  - Assisted with SharePoint/Team Sites for Accreditation, SOC Team and SOG Team. These sites are being used to create and store the documents needed by these teams.
  - Created a SharePoint site for Training, so Training Staff can test the various features available
  - Assisted the training staff with creating several surveys on their SharePoint site that they then used to gather info from staff
- Created proactive safety messaging on snake presence and fireworks safety; communicated various District achievements and awards
- Consulted with colleagues on organizational projects requiring editorial or design/layout input
- Coordinated NWFD's representation at various community events in conjunction with Administration, Support Services and Operations (i.e. *Star Spangled Spectacular*, *neighborhood safety events*, *Marana Chamber of Commerce*)

- Attended internal meetings and events as required or requested; inclusive of morning check-ins, Executive, Leadership, & General Staff, Communications and various internal meetings (*i.e. SOC meetings, annexation meetings, accreditation meetings, Bond Committee meetings, etc...*)
- Met with neighboring Districts, agencies, organizations and municipalities to promote information and resource sharing in line with cooperative teaming plans (*i.e. Town of Marana, Marana Police, Pima County Sheriffs*)
- Monitored media; managed public safety messaging and press for the following:
  - 6/16/2016: A two vehicle accident resulted in one vehicle coming to rest on its side. One patient with minor injuries was transported to a local hospital.
  - 6/16/2016: A single vehicle rollover on the westbound frontage road between Tangerine and Marana resulted in one patient being transported with minor injuries.
  - 6/17/2016: A single vehicle rollover on Tangerine road resulted in the transport of one person with non-life threatening injuries.
  - 6/24/2016: A press release was sent in regards to openings in the Northwest Fire Babysitter class. Increased enrollment was seen following the release.
  - 7/1/2016: Performed a taped interview with Channel 11/13 regarding fireworks safety for the fourth of July. This interview was aired in conjunction with live coverage and demonstration during the 9:00 and 10:00pm news.
  - 7/2/2016: Two motorcycles crashed on Thornydale just north of Orange Grove resulting in the fatalities of both riders. Covered by all local media outlets.
  - 7/4/2016: Performed taped interviews with Channel 4 and 13 about firework safety and NWFD's preparedness for the Marana Fireworks display.
  - 7/8/2016: An area man was bitten by a rattlesnake at a local golf course and transported by NWFD. This is the sixth snakebite of 2016 in the Northwest Fire District.

**GOALS:**

- Work with Support services on Bond election information coordination
- Continue work on Community Affairs' accreditation requirements as required
- Coordinate with Special Projects to refresh the Strategic Plan; coordinate with Division and Department heads to facilitate Strategic Plan Goal #2 and #3 objectives; ongoing
- Continue development of recruitment campaign

- Finalize Phase III of 365 training in partnership with IT to be offered across the organization
- Partner with IT and Awards Committee on process improvement and streamlining for 2016 awards
- Attend professional development opportunities: continued Social Media and digital communications training
- Create educational communications relative to resident status in/out of District
- Continue to source nominations for upcoming community recognition events
- Continue development of communications projects including: graphic standards and mission, vision, & values posters; ongoing
- Update Digital Imaging Policy update with HR, Ops
- Promote seasonal, proactive and medical safety messaging for general public and associated event attendees
- Work with Divisions on addressing internal/external messaging projects



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2016-53

6.A.7

Meeting: 07/26/16 06:00 PM  
Department: Human Resources  
Category: Chief's Board Report  
Prepared By: Patricia Aguilar

Initiator: Patricia Aguilar

Sponsors:

DOC ID: 2303

## HUMAN RESOURCES REPORT Administrative Services Director Patricia Aguilar July, 2016

- Fire Engineer Testing Feedback for candidates
- Firefighter Recruitment planning sessions
- Attend Arizona Fire District Association Conference
- Plan and administer Paramedic Student Testing Feedback
- Interview applicants from temporary agency to fill in at Administration's front desk for approximately six (6) weeks, as secretary will be cross training and filling in for the secretary at the Training Center.
- Work on updating and reformatting personnel policies
- Reformat Job Descriptions
- Working on Accreditation
- Creating Census report in preparation for insurance renewals
- Create and post for Training Captain and preparing selection process
- Partner with WellAmerica, Agathas (Labs), and Battalion Chiefs on monitoring the new process for annual physicals
- Prepare PCORI Fee Report, an Affordable Care Act annual requirement, and transmit payment of this fee
- Attend Strategic Planning to review Goals and Objectives
- Meet with Leadership Team to discuss committees, Leadership Team commitment, and sister station program
- Begin working on developing summer benefit newsletter
- Research Fair Labor Standards Act and current District pay practices
- Work on developing two (2) IT Administrator position descriptions
- Organizing and preparing District records for destruction

### **DROP participants' age at retirement date**

58.3	2017
54.9	2018
62.2	2018
52.4	2019
67.3	2019
60.5	2020
61.4	2021
49.4	2021
55.4	2021

**Retiree average age at retirement**

2013 - (1) Suppression 45.0, (1) Non-Suppression = 62.4

2014 - (3) Suppression = 55.3

2015 - (5) Suppression = 52.0, (3) Non-Suppression = 62.27

2016 to date - (5) Suppression = 50.56, (2) Non-Suppression = 61.66

**Benefit Committee Update**

At this time, committee structure is under discussion by the Leadership Team. The Leadership Team is comprised of Labor and Management representation supported by Department resources. Last meeting was Thursday, July 07, 2016.

**Legislative mandated study required of Public Safety Personnel Retirement System****Update**

Patricia Aguilar, Northwest Fire District Local Pension Board Secretary, met with Tom Iannucci, President of Cortex Applied Research, who was hired by Public Safety Personnel System (PSPRS) to conduct research and prepare recommendations on Risk Pooling and consolidation of Local Pension Boards.

Patricia met with Mr. Iannucci in Phoenix at the PSPRS building on Thursday, June 30, 2016, to present on behalf of the District's Local Pension Board their position regarding the legislative mandate of risk pooling and consolidation of the local pension boards. A study guide was sent to Patricia in preparation of the meeting, asking the following questions (responses by the Pension Board Attorney, Steve Bosse, are included):

1. Number of plan members - 190
2. Funded Status of Tier 1 (members hired prior to 1/1/12), and 2 (members hired on or after 1/1/12) - 73.4%
3. Number of pension administration staff - three (3)  
and current approach to administration - Governing Board funds pension liability. Local Board effectively manages new membership, disability claims, and both Deferred Retirement Option Program (DROP) and normal retirement.
4. Please describe your understanding or interpretation of the purpose of the Study that has been mandated by the Legislature. - Determine risk pool sharing (for retirement and disability claims) and consolidation of local plan administrative functions (including local pension boards).
5. What unique challenges or issues does your organization currently face in regards to the Tier 3 (hired on or after 7/1/17) members of PSPRS? None
6. What kinds of risk of involving PSPRS are of greatest concern to your organization? - Being allocated risks from other employers that do not properly train their members and do not have member safety as their primary concern.
7. What are the most important concerns of your organization with respect to

potential consolidation of local PSPRS boards? - The loss of local control and excessive travel times to centralize meeting locations.

8. What alternative approaches, if any, has your organization identified with respect to financial risk sharing and/or board consolidation? - Separate large and small employers. Leave system alone for employers with 100 or more employees. Consolidate smaller districts and employers.
9. Has your organization identified a preferred approach to potential risk sharing or board consolidation? - We are comfortable with our current situation.
10. What are the major weaknesses or disadvantages you perceive in connection with any alternatives? - Loss of central control. Allocation of risks over which we have no control.
11. Are there any other concerns we should be aware of regarding the implementation of the Tier 3 (hired on or after 7/01/17) benefit structure and the local board governance model? No

### **SUMMARY:**

Stakeholder outreach began mid to late June. In August, Cortex will develop a risk analysis as required. A draft report of their findings and stakeholder feedback will be included in the first draft completed and presented in August. This draft will be presented to both the Northwest Fire District Local Pension Board and Governing Board. In September, an additional stakeholder outreach will be conducted by Cortex regarding the first draft.

During September/October, updates to the first draft will be made based on stakeholder outreach. A review will be conducted with Cortex and PSPRS in October. Submission of a final report of findings and recommendations will be in November.

### **SHORT AND LONG TERM GOALS FOR 2016:**

- Full implementation of digital signature program with establishing a policy
- Recruitment for Operational and Administrative support positions
- Human Resources Annual Audit of Personnel Files
- Development of Record Retention and Destruction procedure
- Research options for a stand-alone Human Resource Information System



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED**

### **FIRE CHIEF'S REPORT 2016-54**

6.A.8

Meeting: 07/26/16 06:00 PM

Department: Finance

Category: Chief's Board Report

Prepared By: Dave Gephart

Initiator: Dave Gephart

Sponsors:

DOC ID: 2310

## **FINANCE REPORT**

### **Finance Director David Gephart**

### **July, 2016**

#### **ACTIVITIES:**

- Continued processing vendor and payroll payments
- Completed budget preparation and adoption
- Completed bond refunding
- Completed work with bond committee
- Completed retiree healthcare policy revision
- Began work on fiscal year end

#### **GOALS:**

- Continue work on year end
- Continue processing vendor and payroll payments
- Continue participation on leadership team
- Follow up on capital asset inventory and complete reconciliation to records
- Work on accreditation
- Work on policy revisions



## **Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

### **SCHEDULED**

## **FINANCIAL REPORTS 2016-7**

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Meeting: 07/26/16 06:00 PM

Department: Finance

Category: Financial Report

Prepared By: Phyllis Schumacher

Initiator: Phyllis Schumacher

Sponsors:

DOC ID: 2312

### **ATTACHMENTS:**

- May 2016 Monthly Board Rept Fund Balance (PDF)
- May 2016 Monthly Budget Report (PDF)
- May 2016 Monthly Board Report-Pooled Cash Report (PDF)
- May 2016 Comparison Revenue Received Current Year-Prior Year (PDF)
- May 2016 Monthly Check Report (PDF)



NORTHWEST FIRE DISTRICT AZ

# Monthly Board Rept Fund Balance

As Of 05/31/2016

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
100 - GENERAL FUND	0.00	33,684,008.42	24,743,672.20	8,940,336.22
110 - MEDICAL SELF INSURANCE	0.00	4,730,455.84	2,325,970.88	2,404,484.96
200 - WILDLAND FUND	0.00	676,928.70	266,714.45	410,214.25
250 - AMBULANCE FUND	0.00	1,087,253.96	580,585.70	506,668.26
400 - CAPITAL PROJECTS	0.00	3,083,693.92	1,608,457.00	1,475,236.92
410 - CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00
450 - CAPITAL RESERVE	0.00	2,093,618.00	886,125.00	1,207,493.00
480 - GRANT PROGRAM	0.00	1,940,964.33	738,607.88	1,202,356.45
500 - GO DEBT SERVICE	0.00	4,064,440.85	1,401,446.85	2,662,994.00
800 - GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00
999 - POOLED CASH	0.00	0.00	0.00	0.00
<b>Report Total:</b>	<b>0.00</b>	<b>51,361,364.02</b>	<b>32,551,579.96</b>	<b>18,809,784.06</b>

Attachment: May 2016 Monthly Board Rept Fund Balance (FR-2016-7 : Financial Reports)



NORTHWEST FIRE DISTRICT AZ

# Monthly Budget Report

## Account Summa

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Fund: 100 - GENERAL FUND</b>							
<b>Revenue</b>							
<b>FinancialRpt: 2 - Community Safety</b>							
<b>Department: 2100 - PREVENTION &amp; SAFETY</b>							
<a href="#">100-2100-42330-000</a>	Prevention Service Fees	0.00	0.00	625.00	5,755.20	5,755.20	0.00
<a href="#">100-2100-42335-000</a>	Prevention Review Fees	110,000.00	110,000.00	23,991.76	244,125.43	134,125.43	221.9
<b>Department: 2100 - PREVENTION &amp; SAFETY Total:</b>		<b>110,000.00</b>	<b>110,000.00</b>	<b>24,616.76</b>	<b>249,880.63</b>	<b>139,880.63</b>	<b>127.1</b>
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC</b>							
<a href="#">100-2300-45000-000</a>	Donations & Contributions	0.00	0.00	0.00	259.94	259.94	0.00
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>259.94</b>	<b>259.94</b>	<b>0.00</b>
<b>FinancialRpt: 2 - Community Safety Total:</b>		<b>110,000.00</b>	<b>110,000.00</b>	<b>24,616.76</b>	<b>250,140.57</b>	<b>140,140.57</b>	<b>127.4</b>
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3100 - TRAINING</b>							
<a href="#">100-3100-42700-000</a>	Facility Use Revenue	15,000.00	15,000.00	1,240.00	23,882.26	8,882.26	159.2
<a href="#">100-3100-44100-000</a>	Training Revenue	0.00	0.00	0.00	2,862.50	2,862.50	0.00
<a href="#">100-3100-44150-000</a>	Mobile Burn Simulator Revenue	9,000.00	9,000.00	0.00	0.00	-9,000.00	100.0
<b>Department: 3100 - TRAINING Total:</b>		<b>24,000.00</b>	<b>24,000.00</b>	<b>1,240.00</b>	<b>26,744.76</b>	<b>2,744.76</b>	<b>11.4</b>
<b>Department: 3400 - EMS</b>							
<a href="#">100-3400-42350-000</a>	EMS Standby Revenue	0.00	0.00	0.00	9,443.38	9,443.38	0.00
<a href="#">100-3400-42355-000</a>	EMS Ride-A-Long Fees	0.00	0.00	0.00	1,587.60	1,587.60	0.00
<b>Department: 3400 - EMS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,030.98</b>	<b>11,030.98</b>	<b>0.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>24,000.00</b>	<b>24,000.00</b>	<b>1,240.00</b>	<b>37,775.74</b>	<b>13,775.74</b>	<b>57.4</b>
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">100-9000-40000-000</a>	Beginning Fund Balance	7,500,000.00	7,500,000.00	0.00	6,396,199.43	-1,103,800.57	14.7
<a href="#">100-9000-41100-000</a>	Property Taxes-CY	25,924,140.00	25,924,140.00	3,873,982.46	25,020,361.02	-903,778.98	3.4
<a href="#">100-9000-41150-000</a>	Property Taxes-PY	350,000.00	350,000.00	375.35	623,484.95	273,484.95	178.2
<a href="#">100-9000-41200-000</a>	FDAT-CY	390,000.00	390,000.00	56,886.73	378,183.75	-11,816.25	3.0
<a href="#">100-9000-41250-000</a>	FDAT-PY	0.00	0.00	7.13	11,562.95	11,562.95	0.00
<a href="#">100-9000-42310-000</a>	Fire Protection Fees	10,000.00	10,000.00	3,380.78	13,423.20	3,423.20	134.2
<a href="#">100-9000-42360-000</a>	Technology Maint Revenue	27,000.00	27,000.00	724.54	22,369.94	-4,630.06	17.2
<a href="#">100-9000-42390-000</a>	Dispatch Revenue	850,000.00	850,000.00	50,903.01	558,493.21	-291,506.79	34.2
<a href="#">100-9000-42600-000</a>	Rents And Leases	0.00	0.00	4,500.00	51,750.00	51,750.00	0.00
<a href="#">100-9000-43100-000</a>	Investment Revenue	50,000.00	50,000.00	4,825.69	57,644.38	7,644.38	115.2
<a href="#">100-9000-45000-000</a>	Donations & Contributions	0.00	0.00	0.00	6.89	6.89	0.00
<a href="#">100-9000-46000-000</a>	Miscellaneous Revenue	2,500.00	2,500.00	25.00	957.41	-1,542.59	61.7
<a href="#">100-9000-46100-000</a>	State Insurance Program	275,000.00	275,000.00	21,723.34	261,654.98	-13,345.02	4.8
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>35,378,640.00</b>	<b>35,378,640.00</b>	<b>4,017,334.03</b>	<b>33,396,092.11</b>	<b>-1,982,547.89</b>	<b>5.6</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>35,378,640.00</b>	<b>35,378,640.00</b>	<b>4,017,334.03</b>	<b>33,396,092.11</b>	<b>-1,982,547.89</b>	<b>5.6</b>
<b>Revenue Total:</b>		<b>35,512,640.00</b>	<b>35,512,640.00</b>	<b>4,043,190.79</b>	<b>33,684,008.42</b>	<b>-1,828,631.58</b>	<b>5.2</b>
<b>Expense</b>							
<b>FinancialRpt: 1 - Administrative Costs</b>							
<b>Department: 1200 - FIRE CHIEF</b>							
<a href="#">100-1200-51110-000</a>	Salaries	150,500.00	150,500.00	11,924.24	136,293.03	14,206.97	9.4
<a href="#">100-1200-51190-000</a>	PTO Paid Out	2,634.00	2,634.00	0.00	0.00	2,634.00	100.0
<a href="#">100-1200-51195-000</a>	PTO Reserve Fund	1,129.00	1,129.00	0.00	0.00	1,129.00	100.0
<a href="#">100-1200-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	9,701.09	881.91	8.3
<a href="#">100-1200-51212-000</a>	Dental Insurance	457.00	457.00	38.08	418.91	38.09	8.3
<a href="#">100-1200-51213-000</a>	Vision Insurance	96.00	96.00	8.00	88.00	8.00	8.3

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-1200-51215-000</a>	PSPRS-Cancer Insurance	200.00	200.00	0.00	50.00	150.00	75.00
<a href="#">100-1200-51216-000</a>	Life Insurance	55.00	55.00	4.80	52.80	2.20	4.00
<a href="#">100-1200-51218-000</a>	STD Insurance	542.00	542.00	18.02	198.22	343.78	63.40
<a href="#">100-1200-51231-000</a>	Medicare	2,237.00	2,237.00	172.66	1,973.50	263.50	11.00
<a href="#">100-1200-51250-000</a>	PSPRS	30,958.00	30,958.00	3,412.72	39,002.51	-8,044.51	-25.00
<a href="#">100-1200-51270-000</a>	Workers Compensation	7,646.00	7,646.00	0.00	4,589.32	3,056.68	39.00
<a href="#">100-1200-51280-000</a>	Deferred Compensation	17,277.00	17,277.00	1,335.52	15,263.09	2,013.91	11.00
<a href="#">100-1200-51290-000</a>	PEHP	1,505.00	1,505.00	0.00	799.05	705.95	46.00
<a href="#">100-1200-52110-000</a>	Office Supplies	100.00	100.00	0.00	14.63	85.37	85.00
<a href="#">100-1200-52139-000</a>	Operational Equipment	0.00	0.00	92.50	92.50	-92.50	0.00
<a href="#">100-1200-52160-000</a>	Dues, Memberships & Subscripti	1,500.00	1,500.00	478.50	2,028.50	-528.50	-35.00
<a href="#">100-1200-52170-000</a>	Travel & Per Diem	3,000.00	3,000.00	0.00	3,805.34	-805.34	-26.00
<a href="#">100-1200-52177-000</a>	Meals & Entertainment	2,000.00	2,000.00	0.00	1,206.35	793.65	39.00
<a href="#">100-1200-52180-000</a>	Training	5,000.00	5,000.00	35.00	1,029.00	3,971.00	79.00
<a href="#">100-1200-52196-000</a>	Employee Recognition	1,500.00	1,500.00	347.50	4,443.33	-2,943.33	-196.00
<a href="#">100-1200-52270-000</a>	Organizational Development	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00
<a href="#">100-1200-52310-000</a>	Cell Phones & Pagers	2,200.00	2,200.00	72.97	1,595.86	604.14	27.00
<b>Department: 1200 - FIRE CHIEF Total:</b>		<b>244,619.00</b>	<b>244,619.00</b>	<b>18,822.43</b>	<b>222,645.03</b>	<b>21,973.97</b>	<b>8.00</b>

## Department: 1220 - FIRE OPERATIONS - ADMIN

<a href="#">100-1220-51110-000</a>	Salaries	245,500.00	245,500.00	19,000.00	220,419.00	25,081.00	10.00
<a href="#">100-1220-51190-000</a>	PTO Paid Out	4,296.00	4,296.00	0.00	0.00	4,296.00	100.00
<a href="#">100-1220-51195-000</a>	PTO Reserve Fund	1,841.00	1,841.00	0.00	0.00	1,841.00	100.00
<a href="#">100-1220-51211-000</a>	Medical Insurance	21,166.00	21,166.00	1,763.83	19,402.16	1,763.84	8.00
<a href="#">100-1220-51212-000</a>	Dental Insurance	914.00	914.00	76.17	837.84	76.16	8.00
<a href="#">100-1220-51213-000</a>	Vision Insurance	192.00	192.00	16.00	176.00	16.00	8.00
<a href="#">100-1220-51215-000</a>	PSPRS-Cancer Insurance	400.00	400.00	0.00	100.00	300.00	75.00
<a href="#">100-1220-51216-000</a>	Life Insurance	110.00	110.00	9.60	105.60	4.40	4.00
<a href="#">100-1220-51218-000</a>	STD Insurance	884.00	884.00	36.04	396.44	487.56	55.00
<a href="#">100-1220-51231-000</a>	Medicare	3,649.00	3,649.00	260.96	3,071.69	577.31	15.00
<a href="#">100-1220-51250-000</a>	PSPRS	50,499.00	50,499.00	3,908.32	45,333.80	5,165.20	10.00
<a href="#">100-1220-51270-000</a>	Workers Compensation	13,327.00	13,327.00	0.00	7,416.37	5,910.63	44.00
<a href="#">100-1220-51290-000</a>	PEHP	1,600.00	1,600.00	0.00	1,598.10	1.90	0.00
<a href="#">100-1220-52110-000</a>	Office Supplies	100.00	100.00	0.00	108.59	-8.59	-8.00
<a href="#">100-1220-52139-000</a>	Operational Equipment	200.00	200.00	0.00	0.00	200.00	100.00
<a href="#">100-1220-52140-000</a>	Operational Supplies	200.00	200.00	0.00	0.00	200.00	100.00
<a href="#">100-1220-52160-000</a>	Dues, Memberships & Subscripti	1,000.00	1,000.00	0.00	549.26	450.74	45.00
<a href="#">100-1220-52170-000</a>	Travel & Per Diem	5,400.00	5,400.00	0.00	2,656.67	2,743.33	50.00
<a href="#">100-1220-52177-000</a>	Meals & Entertainment	400.00	400.00	0.00	205.00	195.00	48.00
<a href="#">100-1220-52180-000</a>	Training	2,200.00	2,200.00	0.00	1,330.70	869.30	39.00
<a href="#">100-1220-52310-000</a>	Cell Phones & Pagers	2,000.00	2,000.00	383.52	1,723.77	276.23	13.00
<a href="#">100-1220-52360-000</a>	Television	1,000.00	1,000.00	68.18	735.98	264.02	26.00
<b>Department: 1220 - FIRE OPERATIONS - ADMIN Total:</b>		<b>356,878.00</b>	<b>356,878.00</b>	<b>25,522.62</b>	<b>306,166.97</b>	<b>50,711.03</b>	<b>14.00</b>

## Department: 1230 - ADMINISTRATIVE SERVICES

<a href="#">100-1230-51120-000</a>	Hourly	134,116.00	134,116.00	9,054.19	98,284.81	35,831.19	26.00
<a href="#">100-1230-51150-000</a>	Overtime-Unscheduled	1,049.00	1,049.00	106.69	388.97	660.03	62.00
<a href="#">100-1230-51190-000</a>	PTO Paid Out	7,061.00	7,061.00	0.00	13,269.78	-6,208.78	-87.00
<a href="#">100-1230-51195-000</a>	PTO Reserve Fund	969.00	969.00	0.00	0.00	969.00	100.00
<a href="#">100-1230-51211-000</a>	Medical Insurance	31,749.00	31,749.00	2,645.75	29,103.25	2,645.75	8.00
<a href="#">100-1230-51212-000</a>	Dental Insurance	1,371.00	1,371.00	114.25	1,256.75	114.25	8.00
<a href="#">100-1230-51213-000</a>	Vision Insurance	288.00	288.00	24.00	264.00	24.00	8.00
<a href="#">100-1230-51216-000</a>	Life Insurance	165.00	165.00	14.40	153.60	11.40	6.00
<a href="#">100-1230-51218-000</a>	STD Insurance	465.00	465.00	31.26	319.74	145.26	31.00
<a href="#">100-1230-51230-000</a>	Social Security	8,212.00	8,212.00	559.27	7,372.58	839.42	10.00
<a href="#">100-1230-51231-000</a>	Medicare	1,921.00	1,921.00	130.79	1,724.20	196.80	10.00
<a href="#">100-1230-51251-000</a>	ASRS	15,285.00	15,285.00	1,050.75	11,315.13	3,969.87	25.00
<a href="#">100-1230-51270-000</a>	Workers Compensation	515.00	515.00	0.00	316.81	198.19	38.00
<a href="#">100-1230-51290-000</a>	PEHP	2,542.00	2,542.00	0.00	2,397.15	144.85	5.00
<a href="#">100-1230-52110-000</a>	Office Supplies	3,500.00	3,500.00	110.28	1,843.79	1,656.21	47.00

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-1230-52112-000</a>	Copier Supplies	2,500.00	2,500.00	116.05	1,786.10	713.90	28.9
<a href="#">100-1230-52115-000</a>	Fees	3,600.00	3,600.00	490.00	1,440.00	2,160.00	60.0
<a href="#">100-1230-52120-000</a>	Printing & Duplicating	500.00	500.00	0.00	260.64	239.36	47.8
<a href="#">100-1230-52130-000</a>	Computer Supplies	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-1230-52150-000</a>	Postage & Mailings	8,982.00	8,982.00	568.31	9,188.13	-206.13	-2.2
<a href="#">100-1230-52160-000</a>	Dues, Memberships & Subscripti	1,500.00	1,500.00	0.00	1,358.00	142.00	9.4
<a href="#">100-1230-52170-000</a>	Travel & Per Diem	2,000.00	2,000.00	0.00	853.31	1,146.69	57.5
<a href="#">100-1230-52180-000</a>	Training	2,100.00	2,100.00	0.00	2,319.00	-219.00	-10.4
<a href="#">100-1230-52195-000</a>	Election Costs	48,000.00	48,000.00	0.00	0.00	48,000.00	100.0
<a href="#">100-1230-52198-000</a>	Books & Periodicals	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-1230-52223-000</a>	Consultants-General	5,000.00	5,000.00	2,000.00	24,500.00	-19,500.00	-390.0
<a href="#">100-1230-52227-000</a>	Contract Labor	3,000.00	3,000.00	0.00	2,718.66	281.34	9.5
<a href="#">100-1230-52230-000</a>	Engineering & Architectural	5,000.00	5,000.00	0.00	0.00	5,000.00	100.0
<a href="#">100-1230-52250-000</a>	Legal Advertising	7,000.00	7,000.00	625.85	1,853.93	5,146.07	73.5
<a href="#">100-1230-52260-000</a>	Legal	80,662.00	80,662.00	5,940.00	37,669.44	42,992.56	53.3
<a href="#">100-1230-52310-000</a>	Cell Phones & Pagers	1,275.00	1,275.00	36.85	372.84	902.16	70.1
<a href="#">100-1230-52320-000</a>	Electric	34,666.00	34,666.00	1,917.09	26,245.38	8,420.62	24.2
<a href="#">100-1230-52340-000</a>	Refuse Removal	1,400.00	1,400.00	61.01	813.70	586.30	41.8
<a href="#">100-1230-52350-000</a>	Telephone	17,322.00	17,322.00	1,485.02	15,980.18	1,341.82	7.7
<a href="#">100-1230-52370-000</a>	Water & Sewer	800.00	800.00	39.42	482.87	317.13	39.6
<a href="#">100-1230-52410-000</a>	Claim Settlement	2,000.00	2,000.00	-2,500.00	-5,660.28	7,660.28	383.0
<a href="#">100-1230-52430-000</a>	Gen. Liab. & Auto Insurance	170,000.00	170,000.00	14,172.17	158,000.17	11,999.83	7.0
<a href="#">100-1230-52540-000</a>	Building Services	306.00	306.00	0.00	300.00	6.00	1.9
<a href="#">100-1230-52542-000</a>	Janitorial Services	3,200.00	3,200.00	0.00	0.00	3,200.00	100.0
<a href="#">100-1230-52560-000</a>	Equipment Services	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-1230-52620-000</a>	Equipment Rental	10,400.00	10,400.00	1,118.64	13,264.07	-2,864.07	-27.9
<b>Department: 1230 - ADMINISTRATIVE SERVICES Total:</b>		<b>621,321.00</b>	<b>621,321.00</b>	<b>39,912.04</b>	<b>461,756.70</b>	<b>159,564.30</b>	<b>25.0</b>
<b>Department: 1240 - HUMAN RESOURCES</b>							
<a href="#">100-1240-51110-000</a>	Salaries	117,225.00	117,225.00	9,082.70	102,921.57	14,303.43	12.2
<a href="#">100-1240-51120-000</a>	Hourly	136,415.00	136,415.00	11,530.29	127,483.33	8,931.67	6.9
<a href="#">100-1240-51150-000</a>	Overtime-Unscheduled	6,500.00	6,500.00	388.66	3,289.23	3,210.77	49.4
<a href="#">100-1240-51190-000</a>	PTO Paid Out	4,552.00	4,552.00	0.00	0.00	4,552.00	100.0
<a href="#">100-1240-51195-000</a>	PTO Reserve Fund	1,951.00	1,951.00	0.00	0.00	1,951.00	100.0
<a href="#">100-1240-51211-000</a>	Medical Insurance	42,332.00	42,332.00	3,527.67	38,804.34	3,527.66	8.3
<a href="#">100-1240-51212-000</a>	Dental Insurance	1,828.00	1,828.00	152.33	1,675.66	152.34	8.3
<a href="#">100-1240-51213-000</a>	Vision Insurance	384.00	384.00	32.00	352.00	32.00	8.3
<a href="#">100-1240-51216-000</a>	Life Insurance	220.00	220.00	19.20	211.20	8.80	4.0
<a href="#">100-1240-51217-000</a>	AD&D Insurance	11,000.00	11,000.00	0.00	16,165.53	-5,165.53	-46.5
<a href="#">100-1240-51218-000</a>	STD Insurance	937.00	937.00	58.25	622.48	314.52	33.9
<a href="#">100-1240-51230-000</a>	Social Security	15,920.00	15,920.00	1,256.81	13,834.49	2,085.51	13.2
<a href="#">100-1240-51231-000</a>	Medicare	3,866.00	3,866.00	293.93	3,265.44	600.56	15.5
<a href="#">100-1240-51251-000</a>	ASRS	30,771.00	30,771.00	2,408.89	26,797.29	3,973.71	12.9
<a href="#">100-1240-51270-000</a>	Workers Compensation	1,617.00	1,617.00	0.00	654.63	962.37	59.5
<a href="#">100-1240-51290-000</a>	PEHP	3,200.00	3,200.00	0.00	3,196.20	3.80	0.0
<a href="#">100-1240-52110-000</a>	Office Supplies	2,000.00	2,000.00	-76.93	2,127.69	-127.69	-6.3
<a href="#">100-1240-52110-015</a>	Office Supplies	0.00	0.00	0.00	52.47	-52.47	0.0
<a href="#">100-1240-52120-000</a>	Printing & Duplicating	2,000.00	2,000.00	0.00	39.76	1,960.24	98.0
<a href="#">100-1240-52160-000</a>	Dues, Memberships & Subscripti	3,050.00	3,050.00	149.00	3,353.93	-303.93	-9.9
<a href="#">100-1240-52170-000</a>	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-1240-52177-000</a>	Meals & Entertainment	0.00	0.00	46.29	1,617.27	-1,617.27	0.0
<a href="#">100-1240-52177-015</a>	Meals & Entertainment	0.00	0.00	0.00	6.76	-6.76	0.0
<a href="#">100-1240-52180-000</a>	Training	4,915.00	4,915.00	0.00	3,115.00	1,800.00	36.0
<a href="#">100-1240-52196-000</a>	Employee Recognition	0.00	0.00	0.00	102.69	-102.69	0.0
<a href="#">100-1240-52198-000</a>	Books & Periodicals	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-1240-52235-000</a>	Evaluation Services	14,500.00	14,500.00	0.00	0.00	14,500.00	100.0
<a href="#">100-1240-52240-000</a>	Health Services	25,000.00	16,850.00	615.00	6,886.00	9,964.00	59.5
<a href="#">100-1240-52240-015</a>	Health Services	0.00	8,150.00	0.00	8,150.00	0.00	0.0
<a href="#">100-1240-52250-000</a>	Legal Advertising	12,000.00	12,000.00	0.00	-314.25	12,314.25	102.6

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-1240-52270-000</a>	Organizational Development	1,050.00	1,050.00	1,333.03	1,975.94	-925.94	-88.1
<a href="#">100-1240-52280-000</a>	Recruitment	0.00	3,405.02	0.00	3,405.02	0.00	0.0
<a href="#">100-1240-52280-015</a>	Recruitment	0.00	9,045.28	0.00	9,045.28	0.00	0.0
<a href="#">100-1240-52290-000</a>	Testing & Background Services	21,000.00	842.45	35.00	1,101.01	-258.56	-30.6
<a href="#">100-1240-52290-015</a>	Testing & Background Services	0.00	4,207.25	0.00	4,207.25	0.00	0.0
<a href="#">100-1240-52310-000</a>	Cell Phones & Pagers	1,650.00	1,650.00	128.74	1,474.13	175.87	10.6
<a href="#">100-1240-52540-000</a>	Building Services	350.00	350.00	0.00	300.00	50.00	14.2
<b>Department: 1240 - HUMAN RESOURCES Total:</b>		<b>468,733.00</b>	<b>465,233.00</b>	<b>30,980.86</b>	<b>385,919.34</b>	<b>79,313.66</b>	<b>17.0</b>

## Department: 1250 - FINANCE

<a href="#">100-1250-51110-000</a>	Salaries	183,248.00	183,248.00	14,038.46	160,769.25	22,478.75	12.2
<a href="#">100-1250-51120-000</a>	Hourly	145,897.00	145,897.00	11,422.42	128,636.75	17,260.25	11.8
<a href="#">100-1250-51150-000</a>	Overtime-Unscheduled	2,646.00	2,646.00	11.13	511.77	2,134.23	80.6
<a href="#">100-1250-51190-000</a>	PTO Paid Out	5,806.00	5,806.00	0.00	0.00	5,806.00	100.0
<a href="#">100-1250-51195-000</a>	PTO Reserve Fund	2,488.00	2,488.00	0.00	0.00	2,488.00	100.0
<a href="#">100-1250-51211-000</a>	Medical Insurance	52,915.00	52,915.00	4,409.58	48,505.41	4,409.59	8.3
<a href="#">100-1250-51212-000</a>	Dental Insurance	2,285.00	2,285.00	190.42	2,094.59	190.41	8.3
<a href="#">100-1250-51213-000</a>	Vision Insurance	480.00	480.00	40.00	440.00	40.00	8.3
<a href="#">100-1250-51216-000</a>	Life Insurance	275.00	275.00	24.00	261.60	13.40	4.8
<a href="#">100-1250-51218-000</a>	STD Insurance	1,194.00	1,194.00	75.02	822.12	371.88	31.2
<a href="#">100-1250-51230-000</a>	Social Security	21,085.00	21,085.00	1,443.05	16,639.94	4,445.06	21.0
<a href="#">100-1250-51231-000</a>	Medicare	4,931.00	4,931.00	337.49	3,891.60	1,039.40	21.0
<a href="#">100-1250-51251-000</a>	ASRS	39,246.00	39,246.00	2,921.65	33,250.30	5,995.70	15.2
<a href="#">100-1250-51270-000</a>	Workers Compensation	1,200.00	1,200.00	0.00	821.50	378.50	31.5
<a href="#">100-1250-51290-000</a>	PEHP	3,318.00	3,318.00	0.00	3,995.25	-677.25	-20.4
<a href="#">100-1250-52110-000</a>	Office Supplies	1,600.00	1,600.00	0.00	1,140.05	459.95	28.7
<a href="#">100-1250-52115-000</a>	Fees	8,000.00	8,000.00	341.72	12,358.31	-4,358.31	-54.4
<a href="#">100-1250-52120-000</a>	Printing & Duplicating	780.00	780.00	208.51	993.81	-213.81	-27.4
<a href="#">100-1250-52160-000</a>	Dues, Memberships & Subscripti	1,400.00	1,400.00	195.00	1,954.73	-554.73	-39.6
<a href="#">100-1250-52170-000</a>	Travel & Per Diem	3,500.00	3,500.00	0.00	837.48	2,662.52	76.0
<a href="#">100-1250-52177-000</a>	Meals & Entertainment	50.00	50.00	79.67	194.38	-144.38	-288.3
<a href="#">100-1250-52180-000</a>	Training	2,000.00	2,000.00	0.00	3,345.00	-1,345.00	-67.2
<a href="#">100-1250-52198-000</a>	Books & Periodicals	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-1250-52210-000</a>	Accounting & Auditing	20,000.00	20,000.00	0.00	32,961.50	-12,961.50	-64.8
<a href="#">100-1250-52223-000</a>	Consultants-General	0.00	0.00	0.00	3,000.00	-3,000.00	0.0
<a href="#">100-1250-52310-000</a>	Cell Phones & Pagers	600.00	600.00	25.42	296.56	303.44	50.9
<b>Department: 1250 - FINANCE Total:</b>		<b>505,144.00</b>	<b>505,144.00</b>	<b>35,763.54</b>	<b>457,721.90</b>	<b>47,422.10</b>	<b>9.3</b>

## Department: 1280 - COMMUNITY AFFAIRS

<a href="#">100-1280-51110-000</a>	Salaries	83,633.00	83,633.00	6,451.92	73,417.52	10,215.48	12.2
<a href="#">100-1280-51120-000</a>	Hourly	12,000.00	12,000.00	6,976.80	28,595.94	-16,595.94	-138.3
<a href="#">100-1280-51150-000</a>	Overtime-Unscheduled	7,698.00	7,698.00	1,150.53	6,692.28	1,005.72	13.0
<a href="#">100-1280-51190-000</a>	PTO Paid Out	1,808.00	1,808.00	0.00	0.00	1,808.00	100.0
<a href="#">100-1280-51195-000</a>	PTO Reserve Fund	775.00	775.00	0.00	0.00	775.00	100.0
<a href="#">100-1280-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	9,701.09	881.91	8.3
<a href="#">100-1280-51212-000</a>	Dental Insurance	457.00	457.00	38.08	418.91	38.09	8.3
<a href="#">100-1280-51213-000</a>	Vision Insurance	96.00	96.00	8.00	88.00	8.00	8.3
<a href="#">100-1280-51216-000</a>	Life Insurance	55.00	55.00	9.60	74.35	-19.35	-35.2
<a href="#">100-1280-51218-000</a>	STD Insurance	372.00	372.00	36.04	279.08	92.92	24.9
<a href="#">100-1280-51230-000</a>	Social Security	6,567.00	6,567.00	372.54	4,406.81	2,160.19	32.8
<a href="#">100-1280-51231-000</a>	Medicare	1,536.00	1,536.00	197.83	1,511.19	24.81	1.6
<a href="#">100-1280-51250-000</a>	PSPRS	2,469.00	2,469.00	1,671.79	7,258.62	-4,789.62	-193.9
<a href="#">100-1280-51251-000</a>	ASRS	10,803.00	10,803.00	740.04	8,421.11	2,381.89	22.0
<a href="#">100-1280-51270-000</a>	Workers Compensation	5,250.00	5,250.00	0.00	3,285.50	1,964.50	37.4
<a href="#">100-1280-51290-000</a>	PEHP	1,033.00	1,033.00	0.00	799.05	233.95	22.6
<a href="#">100-1280-52110-000</a>	Office Supplies	100.00	100.00	0.00	182.29	-82.29	-82.2
<a href="#">100-1280-52111-000</a>	Photographic Supplies	660.00	660.00	0.00	744.77	-84.77	-12.8
<a href="#">100-1280-52160-000</a>	Dues, Memberships & Subscripti	370.00	370.00	0.00	1,437.34	-1,067.34	-288.4
<a href="#">100-1280-52170-000</a>	Travel & Per Diem	140.00	140.00	0.00	0.00	140.00	100.0
<a href="#">100-1280-52177-000</a>	Meals & Entertainment	520.00	520.00	0.00	211.84	308.16	59.2

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-1280-52180-000</a>	Training	2,325.00	2,325.00	0.00	239.00	2,086.00	89.0
<a href="#">100-1280-52192-000</a>	Public Affairs	53,605.00	53,605.00	0.00	10,764.51	42,840.49	79.9
<a href="#">100-1280-52223-000</a>	Consultants-General	1,400.00	1,400.00	0.00	262.50	1,137.50	81.2
<a href="#">100-1280-52310-000</a>	Cell Phones & Pagers	1,600.00	1,600.00	129.17	2,829.26	-1,229.26	-76.8
<b>Department: 1280 - COMMUNITY AFFAIRS Total:</b>		<b>205,855.00</b>	<b>205,855.00</b>	<b>18,664.26</b>	<b>161,620.96</b>	<b>44,234.04</b>	<b>21.4</b>
<b>FinancialRpt: 1 - Administrative Costs Total:</b>		<b>2,402,550.00</b>	<b>2,399,050.00</b>	<b>169,665.75</b>	<b>1,995,830.90</b>	<b>403,219.10</b>	<b>16.8</b>

## FinancialRpt: 2 - Community Safety

## Department: 2100 - PREVENTION &amp; SAFETY

<a href="#">100-2100-51110-000</a>	Salaries	177,546.00	177,546.00	8,330.76	142,268.50	35,277.50	19.8
<a href="#">100-2100-51120-000</a>	Hourly	523,123.00	523,123.00	46,350.13	483,380.95	39,742.05	7.6
<a href="#">100-2100-51140-000</a>	Holiday Pay	0.00	0.00	0.00	2,727.92	-2,727.92	0.0
<a href="#">100-2100-51150-000</a>	Overtime-Unscheduled	31,907.00	31,907.00	491.32	4,733.84	27,173.16	85.2
<a href="#">100-2100-51190-000</a>	PTO Paid Out	12,820.00	12,820.00	0.00	19,882.33	-7,062.33	-55.0
<a href="#">100-2100-51195-000</a>	PTO Reserve Fund	5,494.00	5,494.00	0.00	0.00	5,494.00	100.0
<a href="#">100-2100-51211-000</a>	Medical Insurance	126,996.00	126,996.00	10,583.00	116,413.00	10,583.00	8.3
<a href="#">100-2100-51212-000</a>	Dental Insurance	5,484.00	5,484.00	457.00	5,027.00	457.00	8.3
<a href="#">100-2100-51213-000</a>	Vision Insurance	1,152.00	1,152.00	96.00	1,056.00	96.00	8.3
<a href="#">100-2100-51215-000</a>	PSPRS-Cancer Insurance	200.00	200.00	0.00	150.00	50.00	25.0
<a href="#">100-2100-51216-000</a>	Life Insurance	660.00	660.00	57.60	640.80	19.20	2.9
<a href="#">100-2100-51218-000</a>	STD Insurance	2,637.00	2,637.00	173.82	1,929.39	707.61	26.8
<a href="#">100-2100-51230-000</a>	Social Security	36,244.00	36,244.00	2,333.38	28,166.73	8,077.27	22.3
<a href="#">100-2100-51231-000</a>	Medicare	10,888.00	10,888.00	811.88	9,208.67	1,679.33	15.4
<a href="#">100-2100-51250-000</a>	PSPRS	31,431.00	31,431.00	3,288.74	37,634.09	-6,203.09	-19.7
<a href="#">100-2100-51251-000</a>	ASRS	67,461.00	67,461.00	4,393.48	50,467.70	16,993.30	25.2
<a href="#">100-2100-51270-000</a>	Workers Compensation	30,306.00	30,306.00	0.00	20,613.93	9,692.07	31.9
<a href="#">100-2100-51290-000</a>	PEHP	5,965.00	5,965.00	0.00	10,005.73	-4,040.73	-67.2
<a href="#">100-2100-52110-000</a>	Office Supplies	2,000.00	2,000.00	109.23	2,524.64	-524.64	-26.2
<a href="#">100-2100-52112-000</a>	Copier Supplies	400.00	400.00	0.00	-15.77	415.77	103.9
<a href="#">100-2100-52120-000</a>	Printing & Duplicating	2,500.00	2,500.00	0.00	1,098.26	1,401.74	56.0
<a href="#">100-2100-52130-000</a>	Computer Supplies	0.00	0.00	0.00	2,653.58	-2,653.58	0.0
<a href="#">100-2100-52139-000</a>	Operational Equipment	1,600.00	1,600.00	298.80	1,560.11	39.89	2.4
<a href="#">100-2100-52140-000</a>	Operational Supplies	1,600.00	1,600.00	138.08	896.82	703.18	43.9
<a href="#">100-2100-52148-000</a>	Small Tools & Instruments	3,100.00	3,100.00	17.82	587.90	2,512.10	81.0
<a href="#">100-2100-52160-000</a>	Dues, Memberships & Subscripti	4,746.00	4,746.00	660.00	4,521.50	224.50	4.7
<a href="#">100-2100-52170-000</a>	Travel & Per Diem	7,622.00	7,622.00	0.00	12,721.72	-5,099.72	-66.9
<a href="#">100-2100-52177-000</a>	Meals & Entertainment	1,200.00	1,200.00	0.00	753.22	446.78	37.2
<a href="#">100-2100-52180-000</a>	Training	5,460.00	5,460.00	104.00	10,787.57	-5,327.57	-97.2
<a href="#">100-2100-52193-000</a>	Public Education	9,000.00	9,000.00	2,551.78	7,056.73	1,943.27	21.6
<a href="#">100-2100-52196-000</a>	Employee Recognition	0.00	1,000.00	300.34	1,277.40	-277.40	-27.7
<a href="#">100-2100-52198-000</a>	Books & Periodicals	1,000.00	1,000.00	496.85	1,722.23	-722.23	-72.2
<a href="#">100-2100-52227-000</a>	Contract Labor	14,000.00	14,000.00	0.00	1,450.00	12,550.00	89.6
<a href="#">100-2100-52240-000</a>	Health Services	5,500.00	5,500.00	0.00	0.00	5,500.00	100.0
<a href="#">100-2100-52310-000</a>	Cell Phones & Pagers	3,450.00	3,450.00	616.91	7,031.81	-3,581.81	-103.8
<a href="#">100-2100-52545-000</a>	Furnishings & Appliances	0.00	0.00	0.00	4,072.50	-4,072.50	0.0
<a href="#">100-2100-52549-000</a>	Hydrant Maintenance	10,000.00	10,000.00	500.00	500.00	9,500.00	95.0
<a href="#">100-2100-52560-000</a>	Equipment Services	4,000.00	3,000.00	0.00	0.00	3,000.00	100.0
<a href="#">100-2100-52620-000</a>	Equipment Rental	6,000.00	6,000.00	275.21	2,711.55	3,288.45	54.8
<b>Department: 2100 - PREVENTION &amp; SAFETY Total:</b>		<b>1,153,492.00</b>	<b>1,153,492.00</b>	<b>83,436.13</b>	<b>998,218.35</b>	<b>155,273.65</b>	<b>13.4</b>

## Department: 2250 - HEALTH &amp; SAFETY

<a href="#">100-2250-51150-000</a>	Overtime-Unscheduled	5,891.00	5,891.00	222.66	2,976.52	2,914.48	49.4
<a href="#">100-2250-51190-000</a>	PTO Paid Out	103.00	103.00	0.00	0.00	103.00	100.0
<a href="#">100-2250-51195-000</a>	PTO Reserve Fund	44.00	44.00	0.00	0.00	44.00	100.0
<a href="#">100-2250-51216-000</a>	Life Insurance	0.00	0.00	0.13	1.74	-1.74	0.0
<a href="#">100-2250-51218-000</a>	STD Insurance	21.00	21.00	0.48	6.54	14.46	68.8
<a href="#">100-2250-51231-000</a>	Medicare	88.00	88.00	3.05	41.57	46.43	52.7
<a href="#">100-2250-51250-000</a>	PSPRS	1,212.00	1,212.00	24.14	525.63	686.37	56.6
<a href="#">100-2250-51270-000</a>	Workers Compensation	299.00	299.00	0.00	0.00	299.00	100.0

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-2250-51280-000</a>	Deferred Compensation	0.00	0.00	8.06	32.22	-32.22	0.00
<a href="#">100-2250-51290-000</a>	PEHP	59.00	59.00	0.00	0.00	59.00	100.00
<a href="#">100-2250-52120-000</a>	Printing & Duplicating	300.00	300.00	0.00	999.23	-699.23	-233.00
<a href="#">100-2250-52149-000</a>	Small Fitness Equip & Supplies	3,500.00	3,500.00	0.00	6,973.05	-3,473.05	-99.00
<a href="#">100-2250-52160-000</a>	Dues, Memberships & Subscripti	2,000.00	2,000.00	654.00	2,509.00	-509.00	-25.00
<a href="#">100-2250-52170-000</a>	Travel & Per Diem	2,500.00	2,500.00	0.00	374.75	2,125.25	85.00
<a href="#">100-2250-52180-000</a>	Training	2,500.00	2,500.00	0.00	2,029.98	470.02	18.00
<a href="#">100-2250-52198-000</a>	Books & Periodicals	300.00	300.00	0.00	320.00	-20.00	-6.00
<a href="#">100-2250-52223-000</a>	Consultants-General	12,000.00	12,000.00	0.00	255.00	11,745.00	97.00
<a href="#">100-2250-52227-000</a>	Contract Labor	0.00	0.00	2,362.50	16,225.00	-16,225.00	0.00
<a href="#">100-2250-52310-000</a>	Cell Phones & Pagers	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00
<a href="#">100-2250-52550-000</a>	Equipment Supplies	1,500.00	1,500.00	53.95	53.95	1,446.05	96.00
<a href="#">100-2250-54130-000</a>	Furniture & Equipment	12,000.00	12,000.00	0.00	7,715.00	4,285.00	35.00
<b>Department: 2250 - HEALTH &amp; SAFETY Total:</b>		<b>45,517.00</b>	<b>45,517.00</b>	<b>3,328.97</b>	<b>41,039.18</b>	<b>4,477.82</b>	<b>9.00</b>

**Department: 2300 - BEHAVIORAL HLTH/COMM SVC**

<a href="#">100-2300-51110-000</a>	Salaries	103,975.00	103,975.00	7,998.08	91,422.63	12,552.37	12.00
<a href="#">100-2300-51120-000</a>	Hourly	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00
<a href="#">100-2300-51130-000</a>	Temporary Or Part-Time	9,248.00	9,248.00	2,017.52	22,852.43	-13,604.43	-147.00
<a href="#">100-2300-51150-000</a>	Overtime-Unscheduled	1,049.00	1,049.00	0.00	0.00	1,049.00	100.00
<a href="#">100-2300-51190-000</a>	PTO Paid Out	2,210.00	2,210.00	0.00	0.00	2,210.00	100.00
<a href="#">100-2300-51195-000</a>	PTO Reserve Fund	947.00	947.00	0.00	0.00	947.00	100.00
<a href="#">100-2300-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	9,701.09	881.91	8.00
<a href="#">100-2300-51212-000</a>	Dental Insurance	457.00	457.00	38.08	418.91	38.09	8.00
<a href="#">100-2300-51213-000</a>	Vision Insurance	96.00	96.00	8.00	88.00	8.00	8.00
<a href="#">100-2300-51216-000</a>	Life Insurance	55.00	55.00	4.80	52.80	2.20	4.00
<a href="#">100-2300-51218-000</a>	STD Insurance	421.00	421.00	18.02	198.22	222.78	52.00
<a href="#">100-2300-51230-000</a>	Social Security	8,025.00	8,025.00	607.45	6,947.94	1,077.06	13.00
<a href="#">100-2300-51231-000</a>	Medicare	1,877.00	1,877.00	142.06	1,624.81	252.19	13.00
<a href="#">100-2300-51251-000</a>	ASRS	13,842.00	13,842.00	917.38	10,484.34	3,357.66	24.00
<a href="#">100-2300-51270-000</a>	Workers Compensation	8,000.00	8,000.00	0.00	5,167.42	2,832.58	35.00
<a href="#">100-2300-51290-000</a>	PEHP	1,263.00	1,263.00	0.00	799.05	463.95	36.00
<a href="#">100-2300-52110-000</a>	Office Supplies	300.00	300.00	0.00	0.00	300.00	100.00
<a href="#">100-2300-52120-000</a>	Printing & Duplicating	0.00	0.00	0.00	140.10	-140.10	0.00
<a href="#">100-2300-52140-000</a>	Operational Supplies	200.00	200.00	0.00	0.00	200.00	100.00
<a href="#">100-2300-52160-000</a>	Dues, Memberships & Subscripti	125.00	125.00	0.00	0.00	125.00	100.00
<a href="#">100-2300-52170-000</a>	Travel & Per Diem	200.00	200.00	0.00	59.00	141.00	70.00
<a href="#">100-2300-52180-000</a>	Training	300.00	300.00	0.00	252.46	47.54	15.00
<a href="#">100-2300-52198-000</a>	Books & Periodicals	100.00	100.00	0.00	67.00	33.00	33.00
<a href="#">100-2300-52310-000</a>	Cell Phones & Pagers	2,000.00	2,000.00	129.12	1,690.40	309.60	15.00
<a href="#">100-2300-52320-000</a>	Electric	600.00	600.00	0.00	0.00	600.00	100.00
<a href="#">100-2300-52370-000</a>	Water & Sewer	150.00	150.00	0.00	0.00	150.00	100.00
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC Total:</b>		<b>178,023.00</b>	<b>178,023.00</b>	<b>12,762.43</b>	<b>151,966.60</b>	<b>26,056.40</b>	<b>14.00</b>

<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>1,377,032.00</b>	<b>1,377,032.00</b>	<b>99,527.53</b>	<b>1,191,224.13</b>	<b>185,807.87</b>	<b>13.00</b>
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**FinancialRpt: 3 - Operational****Department: 3100 - TRAINING**

<a href="#">100-3100-51110-000</a>	Salaries	86,040.00	86,040.00	13,253.48	119,961.20	-33,921.20	-39.00
<a href="#">100-3100-51120-000</a>	Hourly	108,523.00	108,523.00	8,680.16	97,670.41	10,852.59	10.00
<a href="#">100-3100-51150-000</a>	Overtime-Unscheduled	21,075.00	21,075.00	2,075.71	2,645.71	18,429.29	87.00
<a href="#">100-3100-51190-000</a>	PTO Paid Out	3,774.00	3,774.00	0.00	0.00	3,774.00	100.00
<a href="#">100-3100-51195-000</a>	PTO Reserve Fund	1,617.00	1,617.00	0.00	0.00	1,617.00	100.00
<a href="#">100-3100-51211-000</a>	Medical Insurance	31,749.00	31,749.00	2,645.75	29,103.25	2,645.75	8.00
<a href="#">100-3100-51212-000</a>	Dental Insurance	1,371.00	1,371.00	114.25	1,256.75	114.25	8.00
<a href="#">100-3100-51213-000</a>	Vision Insurance	288.00	288.00	24.00	264.00	24.00	8.00
<a href="#">100-3100-51215-000</a>	PSPRS-Cancer Insurance	400.00	400.00	0.00	100.00	300.00	75.00
<a href="#">100-3100-51216-000</a>	Life Insurance	165.00	165.00	19.53	179.49	-14.49	-8.00
<a href="#">100-3100-51218-000</a>	STD Insurance	776.00	776.00	67.33	610.08	165.92	21.00
<a href="#">100-3100-51230-000</a>	Social Security	4,426.00	4,426.00	216.82	2,496.35	1,929.65	43.00

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-3100-51231-000</a>	Medicare	3,205.00	3,205.00	328.60	3,023.91	181.09	5.0
<a href="#">100-3100-51250-000</a>	PSPRS	30,031.00	30,031.00	4,174.46	36,566.68	-6,535.68	-21.0
<a href="#">100-3100-51251-000</a>	ASRS	8,238.00	8,238.00	426.16	4,870.40	3,367.60	40.8
<a href="#">100-3100-51270-000</a>	Workers Compensation	10,955.00	10,955.00	0.00	12,993.35	-2,038.35	-18.6
<a href="#">100-3100-51290-000</a>	PEHP	2,156.00	2,156.00	0.00	4,482.80	-2,326.80	-107.9
<a href="#">100-3100-52110-000</a>	Office Supplies	3,060.00	3,060.00	62.68	2,433.53	626.47	20.4
<a href="#">100-3100-52110-015</a>	Office Supplies	0.00	0.00	0.00	479.91	-479.91	0.0
<a href="#">100-3100-52120-000</a>	Printing & Duplicating	3,650.00	3,650.00	0.00	93.40	3,556.60	97.4
<a href="#">100-3100-52120-015</a>	Printing & Duplicating	0.00	0.00	0.00	62.32	-62.32	0.0
<a href="#">100-3100-52139-000</a>	Operational Equipment	3,250.00	3,250.00	14.11	1,363.71	1,886.29	58.0
<a href="#">100-3100-52139-015</a>	Operational Equipment	0.00	0.00	0.00	1,533.82	-1,533.82	0.0
<a href="#">100-3100-52140-000</a>	Operational Supplies	0.00	0.00	1,160.99	3,340.84	-3,340.84	0.0
<a href="#">100-3100-52141-015</a>	Uniforms	0.00	0.00	0.00	16,142.56	-16,142.56	0.0
<a href="#">100-3100-52142-000</a>	Propane Gas	2,500.00	2,500.00	0.00	3,568.11	-1,068.11	-42.0
<a href="#">100-3100-52145-015</a>	Consumable Rehab Goods	0.00	0.00	0.00	277.96	-277.96	0.0
<a href="#">100-3100-52146-015</a>	Protective Equipment	0.00	0.00	0.00	155.66	-155.66	0.0
<a href="#">100-3100-52150-000</a>	Postage & Mailings	400.00	400.00	0.00	0.00	400.00	100.0
<a href="#">100-3100-52160-000</a>	Dues, Memberships & Subscripti	150.00	150.00	0.00	2,025.93	-1,875.93	-1,250.0
<a href="#">100-3100-52170-000</a>	Travel & Per Diem	10,920.00	10,920.00	619.97	907.97	10,012.03	91.0
<a href="#">100-3100-52171-015</a>	Training Materials	0.00	0.00	0.00	1,200.00	-1,200.00	0.0
<a href="#">100-3100-52173-015</a>	Recruit Issuance	0.00	0.00	0.00	34,779.90	-34,779.90	0.0
<a href="#">100-3100-52175-015</a>	Family Night & Graduation	0.00	0.00	0.00	288.57	-288.57	0.0
<a href="#">100-3100-52177-000</a>	Meals & Entertainment	100.00	100.00	0.00	1,953.22	-1,853.22	-1,853.0
<a href="#">100-3100-52180-000</a>	Training	4,900.00	4,900.00	0.00	9,381.00	-4,481.00	-91.4
<a href="#">100-3100-52186-000</a>	Training - Suppression	15,310.00	23,310.00	574.50	21,108.72	2,201.28	9.4
<a href="#">100-3100-52187-000</a>	Training - Target Safety	21,535.00	13,535.00	0.00	8,096.00	5,439.00	40.0
<a href="#">100-3100-52191-000</a>	Tuition Reimbursement	33,900.00	33,900.00	2,357.16	21,715.23	12,184.77	35.9
<a href="#">100-3100-52196-000</a>	Employee Recognition	60.00	60.00	0.00	0.00	60.00	100.0
<a href="#">100-3100-52198-000</a>	Books & Periodicals	7,893.00	7,893.00	1,415.00	1,607.85	6,285.15	79.0
<a href="#">100-3100-52310-000</a>	Cell Phones & Pagers	2,400.00	2,400.00	236.24	1,970.54	429.46	17.8
<a href="#">100-3100-52320-000</a>	Electric	30,600.00	30,600.00	2,202.12	27,831.83	2,768.17	9.0
<a href="#">100-3100-52340-000</a>	Refuse Removal	1,650.00	1,650.00	73.76	877.96	772.04	46.0
<a href="#">100-3100-52340-015</a>	Refuse Removal	0.00	0.00	0.00	272.83	-272.83	0.0
<a href="#">100-3100-52370-000</a>	Water & Sewer	8,950.00	8,950.00	988.33	10,993.77	-2,043.77	-22.8
<a href="#">100-3100-52540-000</a>	Building Services	875.00	875.00	0.00	660.00	215.00	24.0
<a href="#">100-3100-52542-000</a>	Janitorial Services	8,500.00	8,500.00	0.00	0.00	8,500.00	100.0
<a href="#">100-3100-52546-000</a>	Facility Use/Maintenance	3,000.00	3,000.00	100.30	1,373.56	1,626.44	54.0
<a href="#">100-3100-52550-000</a>	Equipment Supplies	370.00	370.00	0.00	0.00	370.00	100.0
<a href="#">100-3100-52565-000</a>	Mobile Burn Simulator	8,500.00	8,500.00	0.00	0.00	8,500.00	100.0
<a href="#">100-3100-52620-000</a>	Equipment Rental	10,800.00	10,800.00	693.32	7,354.08	3,445.92	31.9
<b>Department: 3100 - TRAINING Total:</b>		<b>498,062.00</b>	<b>498,062.00</b>	<b>42,524.73</b>	<b>500,075.16</b>	<b>-2,013.16</b>	<b>-0.4</b>

**Department: 3110 - BATTALION CHIEFS**

<a href="#">100-3110-51110-000</a>	Salaries	1,233,049.00	1,233,049.00	92,896.26	1,110,953.50	122,095.50	9.9
<a href="#">100-3110-51140-000</a>	Holiday Pay	14,702.00	14,702.00	0.00	14,311.89	390.11	2.0
<a href="#">100-3110-51190-000</a>	PTO Paid Out	21,836.00	21,836.00	0.00	8,872.96	12,963.04	59.0
<a href="#">100-3110-51195-000</a>	PTO Reserve Fund	9,358.00	9,358.00	0.00	0.00	9,358.00	100.0
<a href="#">100-3110-51211-000</a>	Medical Insurance	137,579.00	137,579.00	11,464.92	126,114.09	11,464.91	8.0
<a href="#">100-3110-51212-000</a>	Dental Insurance	5,941.00	5,941.00	495.08	5,445.91	495.09	8.0
<a href="#">100-3110-51213-000</a>	Vision Insurance	1,248.00	1,248.00	104.00	1,144.00	104.00	8.0
<a href="#">100-3110-51215-000</a>	PSPRS-Cancer Insurance	2,600.00	2,600.00	0.00	750.00	1,850.00	71.0
<a href="#">100-3110-51216-000</a>	Life Insurance	715.00	715.00	55.08	634.68	80.32	11.0
<a href="#">100-3110-51218-000</a>	STD Insurance	4,492.00	4,492.00	206.81	2,381.04	2,110.96	46.0
<a href="#">100-3110-51231-000</a>	Medicare	18,545.00	18,545.00	1,299.97	15,855.43	2,689.57	14.0
<a href="#">100-3110-51250-000</a>	PSPRS	256,662.00	256,662.00	15,735.28	188,584.19	68,077.81	26.0
<a href="#">100-3110-51270-000</a>	Workers Compensation	63,389.00	63,389.00	0.00	34,742.68	28,646.32	45.0
<a href="#">100-3110-51280-000</a>	Deferred Compensation	14,268.00	14,268.00	831.15	10,387.36	3,880.64	27.0
<a href="#">100-3110-51290-000</a>	PEHP	12,478.00	12,478.00	0.00	8,789.55	3,688.45	29.0
<a href="#">100-3110-52110-000</a>	Office Supplies	500.00	500.00	0.00	29.53	470.47	94.0

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-3110-52140-000</a>	Operational Supplies	400.00	400.00	0.00	32.38	367.62	91.9
<a href="#">100-3110-52160-000</a>	Dues, Memberships & Subscripti	1,000.00	1,000.00	0.00	967.00	33.00	3.3
<a href="#">100-3110-52170-000</a>	Travel & Per Diem	11,000.00	11,000.00	0.00	3,962.47	7,037.53	63.9
<a href="#">100-3110-52177-000</a>	Meals & Entertainment	1,200.00	1,200.00	0.00	104.14	1,095.86	91.2
<a href="#">100-3110-52180-000</a>	Training	2,400.00	2,400.00	0.00	2,849.00	-449.00	-18.7
<a href="#">100-3110-52198-000</a>	Books & Periodicals	0.00	0.00	0.00	16.39	-16.39	0.0
<a href="#">100-3110-52310-000</a>	Cell Phones & Pagers	5,300.00	5,300.00	827.22	8,299.97	-2,999.97	-56.0
<a href="#">100-3110-52320-000</a>	Electric	6,000.00	6,000.00	368.06	4,382.08	1,617.92	26.9
<b>Department: 3110 - BATTALION CHIEFS Total:</b>		<b>1,824,662.00</b>	<b>1,824,662.00</b>	<b>124,283.83</b>	<b>1,549,610.24</b>	<b>275,051.76</b>	<b>15.0</b>
<b>Department: 3300 - FIRE/RESCUE SERVICES</b>							
<a href="#">100-3300-51120-000</a>	Hourly	8,411,108.00	8,411,108.00	800,206.54	8,626,035.56	-214,927.56	-2.5
<a href="#">100-3300-51140-000</a>	Holiday Pay	252,569.00	252,569.00	24.00	251,748.73	820.27	0.3
<a href="#">100-3300-51150-000</a>	Overtime-Unscheduled	757,359.00	757,359.00	90,513.56	1,550,327.32	-792,968.32	-104.7
<a href="#">100-3300-51190-000</a>	PTO Paid Out	195,703.00	195,703.00	23,455.04	33,674.28	162,028.72	82.0
<a href="#">100-3300-51195-000</a>	PTO Reserve Fund	83,873.00	83,873.00	0.00	0.00	83,873.00	100.0
<a href="#">100-3300-51211-000</a>	Medical Insurance	1,357,315.00	1,357,315.00	113,109.58	1,244,205.41	113,109.59	8.3
<a href="#">100-3300-51212-000</a>	Dental Insurance	58,612.00	58,612.00	4,884.33	53,727.66	4,884.34	8.3
<a href="#">100-3300-51213-000</a>	Vision Insurance	12,312.00	12,312.00	1,026.00	11,286.00	1,026.00	8.3
<a href="#">100-3300-51215-000</a>	PSPRS-Cancer Insurance	30,800.00	30,800.00	0.00	8,000.00	22,800.00	74.0
<a href="#">100-3300-51216-000</a>	Life Insurance	8,550.00	8,550.00	762.83	8,085.42	464.58	5.4
<a href="#">100-3300-51218-000</a>	STD Insurance	39,949.00	39,949.00	2,579.03	27,701.47	12,247.53	30.6
<a href="#">100-3300-51231-000</a>	Medicare	120,972.00	120,972.00	12,555.25	146,752.65	-25,780.65	-21.3
<a href="#">100-3300-51250-000</a>	PSPRS	1,927,023.00	1,927,023.00	172,226.77	2,090,966.18	-163,943.18	-8.5
<a href="#">100-3300-51270-000</a>	Workers Compensation	505,199.00	505,199.00	0.00	313,579.60	191,619.40	37.9
<a href="#">100-3300-51280-000</a>	Deferred Compensation	53,651.00	53,651.00	3,996.77	38,512.39	15,138.61	28.5
<a href="#">100-3300-51290-000</a>	PEHP	120,000.00	120,000.00	0.00	128,018.66	-8,018.66	-6.7
<a href="#">100-3300-52120-000</a>	Printing & Duplicating	0.00	0.00	0.00	140.10	-140.10	0.0
<a href="#">100-3300-52139-000</a>	Operational Equipment	4,000.00	4,000.00	937.08	3,111.16	888.84	22.2
<a href="#">100-3300-52140-000</a>	Operational Supplies	7,500.00	7,500.00	0.00	0.00	7,500.00	100.0
<a href="#">100-3300-52146-000</a>	Protective Equipment	4,600.00	4,600.00	1,098.44	1,579.64	3,020.36	65.0
<a href="#">100-3300-52148-000</a>	Small Tools & Instruments	1,200.00	1,200.00	0.00	0.00	1,200.00	100.0
<a href="#">100-3300-52170-000</a>	Travel & Per Diem	3,000.00	3,000.00	0.00	0.00	3,000.00	100.0
<a href="#">100-3300-52177-000</a>	Meals & Entertainment	0.00	0.00	0.00	45.84	-45.84	0.0
<a href="#">100-3300-52180-000</a>	Training	2,500.00	2,500.00	0.00	2,558.00	-58.00	-2.3
<a href="#">100-3300-52183-000</a>	Rover Mileage	500.00	500.00	0.00	13.22	486.78	97.3
<a href="#">100-3300-52240-000</a>	Health Services	105,000.00	105,000.00	0.00	89,728.83	15,271.17	14.5
<a href="#">100-3300-52310-000</a>	Cell Phones & Pagers	7,300.00	7,300.00	864.06	9,603.29	-2,303.29	-31.5
<a href="#">100-3300-52380-000</a>	Hydrant Fees	2,000.00	2,000.00	170.82	1,847.22	152.78	7.6
<a href="#">100-3300-52620-000</a>	Equipment Rental	1,200.00	1,200.00	110.35	1,224.52	-24.52	-2.0
<a href="#">100-3330-52320-000</a>	Electric	24,750.00	24,750.00	1,724.57	20,995.43	3,754.57	15.5
<a href="#">100-3330-52330-000</a>	Natural Gas	3,100.00	3,100.00	140.70	1,637.56	1,462.44	47.5
<a href="#">100-3330-52340-000</a>	Refuse Removal	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3330-52350-000</a>	Telephone	450.00	450.00	32.27	354.46	95.54	21.2
<a href="#">100-3330-52370-000</a>	Water & Sewer	3,300.00	3,300.00	358.38	4,220.47	-920.47	-27.8
<a href="#">100-3331-52320-000</a>	Electric	15,000.00	15,000.00	1,543.39	17,413.55	-2,413.55	-16.0
<a href="#">100-3331-52330-000</a>	Natural Gas	3,000.00	3,000.00	104.15	2,293.58	706.42	23.5
<a href="#">100-3331-52340-000</a>	Refuse Removal	850.00	850.00	80.70	941.62	-91.62	-10.7
<a href="#">100-3331-52350-000</a>	Telephone	450.00	450.00	32.27	354.46	95.54	21.2
<a href="#">100-3331-52370-000</a>	Water & Sewer	3,475.00	3,475.00	317.09	3,008.25	466.75	13.4
<a href="#">100-3332-52142-000</a>	Propane Gas	150.00	150.00	0.00	82.66	67.34	44.8
<a href="#">100-3332-52320-000</a>	Electric	18,000.00	18,000.00	1,284.80	18,782.88	-782.88	-4.3
<a href="#">100-3332-52340-000</a>	Refuse Removal	660.00	660.00	53.35	633.04	26.96	4.0
<a href="#">100-3332-52350-000</a>	Telephone	450.00	450.00	32.27	354.46	95.54	21.2
<a href="#">100-3332-52370-000</a>	Water & Sewer	2,500.00	2,500.00	199.06	2,134.90	365.10	14.6
<a href="#">100-3333-52320-000</a>	Electric	20,000.00	20,000.00	1,544.61	17,337.28	2,662.72	13.3
<a href="#">100-3333-52330-000</a>	Natural Gas	2,200.00	2,200.00	113.82	1,830.92	369.08	16.7
<a href="#">100-3333-52340-000</a>	Refuse Removal	850.00	850.00	64.05	743.32	106.68	12.5
<a href="#">100-3333-52350-000</a>	Telephone	450.00	450.00	32.27	354.46	95.54	21.2

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-3333-52370-000</a>	Water & Sewer	4,000.00	4,000.00	454.65	4,984.98	-984.98	-24.0
<a href="#">100-3334-52142-000</a>	Propane Gas	0.00	0.00	33.08	41.76	-41.76	0.0
<a href="#">100-3334-52320-000</a>	Electric	12,000.00	12,000.00	720.20	11,109.35	890.65	7.4
<a href="#">100-3334-52330-000</a>	Natural Gas	2,200.00	2,200.00	89.23	1,464.47	735.53	33.4
<a href="#">100-3334-52340-000</a>	Refuse Removal	660.00	660.00	35.74	424.47	235.53	35.0
<a href="#">100-3334-52350-000</a>	Telephone	450.00	450.00	15.48	170.07	279.93	62.0
<a href="#">100-3334-52370-000</a>	Water & Sewer	1,300.00	1,300.00	321.93	1,736.54	-436.54	-33.5
<a href="#">100-3335-52320-000</a>	Electric	7,500.00	7,500.00	411.44	8,345.10	-845.10	-11.0
<a href="#">100-3335-52330-000</a>	Natural Gas	1,300.00	1,300.00	41.72	1,244.45	55.55	4.0
<a href="#">100-3335-52340-000</a>	Refuse Removal	660.00	660.00	59.49	836.10	-176.10	-26.0
<a href="#">100-3335-52350-000</a>	Telephone	450.00	450.00	32.27	354.46	95.54	21.0
<a href="#">100-3335-52370-000</a>	Water & Sewer	750.00	750.00	293.99	1,544.38	-794.38	-105.0
<a href="#">100-3336-52142-000</a>	Propane Gas	150.00	150.00	11.02	61.53	88.47	58.0
<a href="#">100-3336-52320-000</a>	Electric	18,000.00	18,000.00	1,236.15	16,622.36	1,377.64	7.0
<a href="#">100-3336-52330-000</a>	Natural Gas	1,200.00	1,200.00	90.18	1,216.62	-16.62	-1.0
<a href="#">100-3336-52340-000</a>	Refuse Removal	660.00	660.00	59.12	701.80	-41.80	-6.0
<a href="#">100-3336-52350-000</a>	Telephone	450.00	450.00	34.11	374.64	75.36	16.0
<a href="#">100-3336-52370-000</a>	Water & Sewer	2,650.00	2,650.00	324.07	2,875.03	-225.03	-8.0
<a href="#">100-3337-52320-000</a>	Electric	13,500.00	13,500.00	973.39	11,076.50	2,423.50	17.0
<a href="#">100-3337-52330-000</a>	Natural Gas	1,350.00	1,350.00	87.82	1,358.65	-8.65	-0.0
<a href="#">100-3337-52340-000</a>	Refuse Removal	660.00	660.00	59.49	706.12	-46.12	-6.0
<a href="#">100-3337-52350-000</a>	Telephone	45.00	45.00	31.88	350.23	-305.23	-678.0
<a href="#">100-3337-52370-000</a>	Water & Sewer	1,650.00	1,650.00	172.56	1,762.75	-112.75	-6.0
<a href="#">100-3338-52320-000</a>	Electric	19,500.00	19,500.00	1,474.01	19,589.05	-89.05	-0.0
<a href="#">100-3338-52330-000</a>	Natural Gas	1,400.00	1,400.00	100.43	1,192.84	207.16	14.0
<a href="#">100-3338-52340-000</a>	Refuse Removal	660.00	660.00	71.49	848.96	-188.96	-28.0
<a href="#">100-3338-52350-000</a>	Telephone	450.00	450.00	34.11	374.64	75.36	16.0
<a href="#">100-3338-52370-000</a>	Water & Sewer	3,500.00	3,500.00	333.57	3,592.74	-92.74	-2.0
<a href="#">100-3339-52320-000</a>	Electric	12,500.00	12,500.00	946.76	13,066.19	-566.19	-4.0
<a href="#">100-3339-52330-000</a>	Natural Gas	1,500.00	1,500.00	61.05	1,571.31	-71.31	-4.0
<a href="#">100-3339-52340-000</a>	Refuse Removal	660.00	660.00	58.73	697.24	-37.24	-5.0
<a href="#">100-3339-52350-000</a>	Telephone	450.00	450.00	33.19	364.58	85.42	18.0
<a href="#">100-3339-52370-000</a>	Water & Sewer	2,750.00	2,750.00	190.91	2,624.46	125.54	4.0
<b>Department: 3300 - FIRE/RESCUE SERVICES Total:</b>		<b>14,288,885.00</b>	<b>14,288,885.00</b>	<b>1,245,071.46</b>	<b>14,849,230.82</b>	<b>-560,345.82</b>	<b>-3.0</b>
<b>Department: 3400 - EMS</b>							
<a href="#">100-3400-51110-000</a>	Salaries	107,150.00	107,150.00	20,814.31	183,491.61	-76,341.61	-71.0
<a href="#">100-3400-51120-000</a>	Hourly	341,961.00	341,961.00	12,861.69	84,078.64	257,882.36	75.0
<a href="#">100-3400-51140-000</a>	Holiday Pay	5,825.00	5,825.00	0.00	3,526.70	2,298.30	39.0
<a href="#">100-3400-51150-000</a>	Overtime-Unscheduled	75,710.00	75,710.00	3,711.18	106,200.16	-30,490.16	-40.0
<a href="#">100-3400-51190-000</a>	PTO Paid Out	9,286.00	9,286.00	0.00	0.00	9,286.00	100.0
<a href="#">100-3400-51195-000</a>	PTO Reserve Fund	3,980.00	3,980.00	0.00	0.00	3,980.00	100.0
<a href="#">100-3400-51211-000</a>	Medical Insurance	52,915.00	52,915.00	4,409.58	48,505.41	4,409.59	8.0
<a href="#">100-3400-51212-000</a>	Dental Insurance	2,285.00	2,285.00	190.42	2,094.59	190.41	8.0
<a href="#">100-3400-51213-000</a>	Vision Insurance	480.00	480.00	40.00	440.00	40.00	8.0
<a href="#">100-3400-51215-000</a>	PSPRS-Cancer Insurance	1,000.00	1,000.00	0.00	200.00	800.00	80.0
<a href="#">100-3400-51216-000</a>	Life Insurance	275.00	275.00	26.34	243.97	31.03	11.0
<a href="#">100-3400-51218-000</a>	STD Insurance	1,910.00	1,910.00	98.88	908.82	1,001.18	52.0
<a href="#">100-3400-51231-000</a>	Medicare	7,887.00	7,887.00	514.98	5,235.75	2,651.25	33.0
<a href="#">100-3400-51250-000</a>	PSPRS	109,154.00	109,154.00	7,690.54	77,517.85	31,636.15	28.0
<a href="#">100-3400-51270-000</a>	Workers Compensation	26,958.00	26,958.00	0.00	27,336.38	-378.38	-1.0
<a href="#">100-3400-51280-000</a>	Deferred Compensation	0.00	0.00	0.00	128.88	-128.88	0.0
<a href="#">100-3400-51290-000</a>	PEHP	5,306.00	5,306.00	0.00	6,045.69	-739.69	-13.0
<a href="#">100-3400-52110-000</a>	Office Supplies	500.00	500.00	96.53	257.65	242.35	48.0
<a href="#">100-3400-52120-000</a>	Printing & Duplicating	0.00	0.00	0.00	46.70	-46.70	0.0
<a href="#">100-3400-52139-000</a>	Operational Equipment	5,300.00	5,300.00	605.35	7,683.78	-2,383.78	-44.0
<a href="#">100-3400-52140-000</a>	Operational Supplies	579.00	579.00	27.03	787.68	-208.68	-36.0
<a href="#">100-3400-52160-000</a>	Dues, Memberships & Subscripti	534.00	534.00	0.00	0.00	534.00	100.0
<a href="#">100-3400-52170-000</a>	Travel & Per Diem	7,000.00	7,000.00	0.00	2,264.89	4,735.11	67.0

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-3400-52177-000</a>	Meals & Entertainment	150.00	150.00	0.00	0.00	150.00	100.00
<a href="#">100-3400-52180-000</a>	Training	9,168.00	9,168.00	0.00	18,542.21	-9,374.21	-102.00
<a href="#">100-3400-52181-000</a>	Training-Paramedic School	0.00	0.00	0.00	33,852.25	-33,852.25	0.00
<a href="#">100-3400-52198-000</a>	Books & Periodicals	400.00	400.00	0.00	0.00	400.00	100.00
<a href="#">100-3400-52223-000</a>	Consultants-General	46,974.00	46,974.00	0.00	46,974.00	0.00	0.00
<a href="#">100-3400-52224-000</a>	Exposure Control Program	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00
<a href="#">100-3400-52260-000</a>	Legal	0.00	0.00	0.00	3,189.10	-3,189.10	0.00
<a href="#">100-3400-52310-000</a>	Cell Phones & Pagers	5,280.00	5,280.00	646.85	3,697.83	1,582.17	29.00
<a href="#">100-3400-52320-000</a>	Electric	6,000.00	6,000.00	207.95	3,478.90	2,521.10	42.00
<a href="#">100-3400-52330-000</a>	Natural Gas	600.00	600.00	40.77	916.32	-316.32	-52.00
<a href="#">100-3400-52340-000</a>	Refuse Removal	0.00	0.00	35.75	424.49	-424.49	0.00
<a href="#">100-3400-52350-000</a>	Telephone	0.00	0.00	15.48	170.07	-170.07	0.00
<a href="#">100-3400-52370-000</a>	Water & Sewer	0.00	0.00	0.00	1,414.55	-1,414.55	0.00
<a href="#">100-3400-52550-000</a>	Equipment Supplies	1,000.00	1,000.00	0.00	70.37	929.63	92.00
<a href="#">100-3400-52560-000</a>	Equipment Services	300.00	300.00	0.00	0.00	300.00	100.00
<a href="#">100-3400-52620-000</a>	Equipment Rental	0.00	0.00	267.16	2,772.94	-2,772.94	0.00
<b>Department: 3400 - EMS Total:</b>		<b>853,367.00</b>	<b>853,367.00</b>	<b>52,300.79</b>	<b>672,498.18</b>	<b>180,868.82</b>	<b>21.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>17,464,976.00</b>	<b>17,464,976.00</b>	<b>1,464,180.81</b>	<b>17,571,414.40</b>	<b>-106,438.40</b>	<b>-0.00</b>

## FinancialRpt: 4 - Support Services

## Department: 4100 - INFORMATION TECHNOLOGY

<a href="#">100-4100-51110-000</a>	Salaries	163,483.00	163,483.00	5,201.92	63,586.61	99,896.39	61.00
<a href="#">100-4100-51120-000</a>	Hourly	98,547.00	98,547.00	8,570.43	97,618.52	928.48	0.00
<a href="#">100-4100-51150-000</a>	Overtime-Unscheduled	0.00	0.00	38.65	1,633.49	-1,633.49	0.00
<a href="#">100-4100-51190-000</a>	PTO Paid Out	4,586.00	4,586.00	0.00	25,028.19	-20,442.19	-445.00
<a href="#">100-4100-51195-000</a>	PTO Reserve Fund	1,965.00	1,965.00	0.00	0.00	1,965.00	100.00
<a href="#">100-4100-51211-000</a>	Medical Insurance	42,332.00	42,332.00	3,527.67	38,804.34	3,527.66	8.00
<a href="#">100-4100-51212-000</a>	Dental Insurance	1,828.00	1,828.00	152.33	1,675.66	152.34	8.00
<a href="#">100-4100-51213-000</a>	Vision Insurance	384.00	384.00	32.00	352.00	32.00	8.00
<a href="#">100-4100-51216-000</a>	Life Insurance	220.00	220.00	14.40	160.80	59.20	26.00
<a href="#">100-4100-51218-000</a>	STD Insurance	943.00	943.00	47.10	524.59	418.41	44.00
<a href="#">100-4100-51230-000</a>	Social Security	16,652.00	16,652.00	801.23	11,097.38	5,554.62	33.00
<a href="#">100-4100-51231-000</a>	Medicare	3,894.00	3,894.00	187.37	2,595.25	1,298.75	33.00
<a href="#">100-4100-51251-000</a>	ASRS	30,994.00	30,994.00	1,584.10	18,673.83	12,320.17	39.00
<a href="#">100-4100-51270-000</a>	Workers Compensation	13,312.00	13,312.00	0.00	6,599.47	6,712.53	50.00
<a href="#">100-4100-51290-000</a>	PEHP	2,620.00	2,620.00	0.00	2,779.07	-159.07	-6.00
<a href="#">100-4100-52110-000</a>	Office Supplies	400.00	400.00	0.00	0.00	400.00	100.00
<a href="#">100-4100-52130-000</a>	Computer Supplies	65,000.00	65,000.00	3,342.43	146,539.88	-81,539.88	-125.00
<a href="#">100-4100-52139-000</a>	Operational Equipment	0.00	0.00	0.00	210.31	-210.31	0.00
<a href="#">100-4100-52140-000</a>	Operational Supplies	50,000.00	50,000.00	118.75	3,721.74	46,278.26	92.00
<a href="#">100-4100-52160-000</a>	Dues, Memberships & Subscripti	7,250.00	7,250.00	0.00	31,880.99	-24,630.99	-339.00
<a href="#">100-4100-52170-000</a>	Travel & Per Diem	1,500.00	1,500.00	0.00	14.75	1,485.25	99.00
<a href="#">100-4100-52180-000</a>	Training	20,000.00	20,000.00	0.00	597.00	19,403.00	97.00
<a href="#">100-4100-52198-000</a>	Books & Periodicals	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
<a href="#">100-4100-52220-000</a>	Software	167,300.00	167,300.00	420.00	311,581.50	-144,281.50	-86.00
<a href="#">100-4100-52223-000</a>	Consultants-General	5,300.00	5,300.00	0.00	0.00	5,300.00	100.00
<a href="#">100-4100-52310-000</a>	Cell Phones & Pagers	6,250.00	6,250.00	216.27	3,746.64	2,503.36	40.00
<a href="#">100-4100-52320-000</a>	Electric	3,600.00	3,600.00	160.96	1,959.55	1,640.45	45.00
<a href="#">100-4100-52330-000</a>	Natural Gas	300.00	300.00	19.10	300.94	-0.94	-0.00
<a href="#">100-4100-52350-000</a>	Telephone	22,500.00	22,500.00	2,385.04	24,958.21	-2,458.21	-10.00
<a href="#">100-4100-52370-000</a>	Water & Sewer	300.00	300.00	17.36	186.87	113.13	37.00
<a href="#">100-4100-52381-000</a>	Radio Parts	7,500.00	7,500.00	0.00	1,212.91	6,287.09	83.00
<a href="#">100-4100-52382-000</a>	Radio Maintenance	15,000.00	15,000.00	0.00	19,397.00	-4,397.00	-29.00
<a href="#">100-4100-52385-000</a>	Transmitter Fees	11,000.00	11,000.00	4,171.16	29,224.19	-18,224.19	-165.00
<a href="#">100-4100-52540-000</a>	Building Services	0.00	0.00	0.00	160.00	-160.00	0.00
<a href="#">100-4100-52560-000</a>	Equipment Services	20,000.00	20,000.00	1,895.63	10,528.77	9,471.23	47.00
<b>Department: 4100 - INFORMATION TECHNOLOGY Total:</b>		<b>787,460.00</b>	<b>787,460.00</b>	<b>32,903.90</b>	<b>857,350.45</b>	<b>-69,890.45</b>	<b>-8.00</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Department: 4150 - COMMUNICATIONS</b>							
<a href="#">100-4150-51110-000</a>	Salaries	60,183.00	60,183.00	4,688.46	52,726.44	7,456.56	12.3
<a href="#">100-4150-51190-000</a>	PTO Paid Out	1,053.00	1,053.00	0.00	0.00	1,053.00	100.0
<a href="#">100-4150-51195-000</a>	PTO Reserve Fund	451.00	451.00	0.00	0.00	451.00	100.0
<a href="#">100-4150-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	9,701.09	881.91	8.3
<a href="#">100-4150-51212-000</a>	Dental Insurance	457.00	457.00	38.08	418.91	38.09	8.3
<a href="#">100-4150-51213-000</a>	Vision Insurance	96.00	96.00	8.00	88.00	8.00	8.3
<a href="#">100-4150-51216-000</a>	Life Insurance	55.00	55.00	4.80	52.80	2.20	4.0
<a href="#">100-4150-51218-000</a>	STD Insurance	217.00	217.00	16.00	172.90	44.10	20.3
<a href="#">100-4150-51230-000</a>	Social Security	3,825.00	3,825.00	273.88	3,097.71	727.29	19.0
<a href="#">100-4150-51231-000</a>	Medicare	894.00	894.00	64.06	724.48	169.52	18.9
<a href="#">100-4150-51251-000</a>	ASRS	7,119.00	7,119.00	537.76	6,045.87	1,073.13	15.0
<a href="#">100-4150-51270-000</a>	Workers Compensation	3,057.00	3,057.00	0.00	1,767.77	1,289.23	42.1
<a href="#">100-4150-51290-000</a>	PEHP	602.00	602.00	0.00	799.05	-197.05	-32.7
<a href="#">100-4150-52140-000</a>	Operational Supplies	500.00	500.00	0.00	18.40	481.60	96.3
<a href="#">100-4150-52160-000</a>	Dues, Memberships & Subscripti	368.00	368.00	0.00	184.00	184.00	50.0
<a href="#">100-4150-52170-000</a>	Travel & Per Diem	2,500.00	5,500.00	1,602.01	3,617.36	1,882.64	34.2
<a href="#">100-4150-52177-000</a>	Meals & Entertainment	250.00	250.00	0.00	24.25	225.75	90.3
<a href="#">100-4150-52180-000</a>	Training	6,833.00	3,833.00	1,295.00	1,295.00	2,538.00	66.2
<a href="#">100-4150-52198-000</a>	Books & Periodicals	150.00	150.00	0.00	249.00	-99.00	-66.0
<a href="#">100-4150-52310-000</a>	Cell Phones & Pagers	925.00	925.00	36.85	445.10	479.90	51.8
<a href="#">100-4150-52381-000</a>	Radio Parts	0.00	0.00	0.00	2,639.77	-2,639.77	0.0
<a href="#">100-4150-52390-000</a>	Dispatch Services	910,038.00	910,038.00	82,281.33	788,670.63	121,367.37	13.3
<b>Department: 4150 - COMMUNICATIONS Total:</b>		<b>1,010,156.00</b>	<b>1,010,156.00</b>	<b>91,728.15</b>	<b>872,738.53</b>	<b>137,417.47</b>	<b>13.6</b>

<b>Department: 4200 - FLEET SERVICES</b>							
<a href="#">100-4200-51110-000</a>	Salaries	76,500.00	76,500.00	5,728.84	65,488.46	11,011.54	14.3
<a href="#">100-4200-51120-000</a>	Hourly	306,843.00	306,843.00	23,130.28	249,771.65	57,071.35	18.6
<a href="#">100-4200-51130-000</a>	Temporary Or Part-Time	9,391.00	9,391.00	589.96	6,539.44	2,851.56	30.3
<a href="#">100-4200-51150-000</a>	Overtime-Unscheduled	5,128.00	5,128.00	55.12	2,190.45	2,937.55	57.2
<a href="#">100-4200-51190-000</a>	PTO Paid Out	6,963.00	6,963.00	0.00	3,347.63	3,615.37	51.9
<a href="#">100-4200-51195-000</a>	PTO Reserve Fund	2,984.00	2,984.00	0.00	0.00	2,984.00	100.0
<a href="#">100-4200-51211-000</a>	Medical Insurance	63,498.00	63,498.00	5,291.50	58,206.50	5,291.50	8.3
<a href="#">100-4200-51212-000</a>	Dental Insurance	2,742.00	2,742.00	228.50	2,513.50	228.50	8.3
<a href="#">100-4200-51213-000</a>	Vision Insurance	576.00	576.00	48.00	528.00	48.00	8.3
<a href="#">100-4200-51216-000</a>	Life Insurance	330.00	330.00	28.80	292.80	37.20	11.2
<a href="#">100-4200-51218-000</a>	STD Insurance	1,398.00	1,398.00	96.21	1,000.49	397.51	28.4
<a href="#">100-4200-51230-000</a>	Social Security	25,284.00	25,284.00	1,707.48	19,086.39	6,197.61	24.5
<a href="#">100-4200-51231-000</a>	Medicare	5,913.00	5,913.00	399.32	4,503.06	1,409.94	23.8
<a href="#">100-4200-51251-000</a>	ASRS	45,950.00	45,950.00	3,371.67	37,016.25	8,933.75	19.4
<a href="#">100-4200-51270-000</a>	Workers Compensation	20,212.00	20,212.00	0.00	10,988.51	9,223.49	45.6
<a href="#">100-4200-51290-000</a>	PEHP	3,885.00	3,885.00	0.00	5,593.35	-1,708.35	-43.9
<a href="#">100-4200-52110-000</a>	Office Supplies	0.00	0.00	8.07	130.61	-130.61	0.0
<a href="#">100-4200-52115-000</a>	Fees	0.00	0.00	0.00	31.00	-31.00	0.0
<a href="#">100-4200-52148-000</a>	Small Tools & Instruments	6,500.00	6,500.00	0.00	1,711.48	4,788.52	73.6
<a href="#">100-4200-52160-000</a>	Dues, Memberships & Subscripti	1,500.00	1,500.00	235.00	235.00	1,265.00	84.3
<a href="#">100-4200-52170-000</a>	Travel & Per Diem	7,300.00	7,300.00	2,916.07	18,943.29	-11,643.29	-159.5
<a href="#">100-4200-52180-000</a>	Training	5,000.00	5,000.00	173.00	7,888.00	-2,888.00	-57.2
<a href="#">100-4200-52198-000</a>	Books & Periodicals	1,000.00	1,000.00	0.00	542.64	457.36	45.7
<a href="#">100-4200-52310-000</a>	Cell Phones & Pagers	3,200.00	3,200.00	156.85	1,763.99	1,436.01	44.8
<a href="#">100-4200-52320-000</a>	Electric	22,100.00	22,100.00	1,236.15	15,650.15	6,449.85	29.2
<a href="#">100-4200-52325-000</a>	Environmental Disposal	400.00	400.00	0.00	0.00	400.00	100.0
<a href="#">100-4200-52330-000</a>	Natural Gas	1,500.00	1,500.00	75.78	1,892.61	-392.61	-26.2
<a href="#">100-4200-52340-000</a>	Refuse Removal	1,200.00	1,200.00	87.41	1,043.00	157.00	13.0
<a href="#">100-4200-52350-000</a>	Telephone	1,000.00	1,000.00	66.38	729.16	270.84	27.0
<a href="#">100-4200-52360-000</a>	Television	450.00	450.00	46.78	479.58	-29.58	-6.5
<a href="#">100-4200-52370-000</a>	Water & Sewer	3,000.00	3,000.00	227.21	2,481.05	518.95	17.3
<a href="#">100-4200-52511-000</a>	Fuel	260,000.00	260,000.00	10,780.18	121,695.11	138,304.89	53.2
<a href="#">100-4200-52512-000</a>	Oil, Lubricants, Etc.	12,000.00	12,000.00	1,090.42	13,139.71	-1,139.71	-9.5

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-4200-52513-000</a>	Vehicle Parts	125,000.00	125,000.00	3,963.75	130,652.39	-5,652.39	-4.5
<a href="#">100-4200-52514-000</a>	Tires & Repairs	50,500.00	50,500.00	1,886.20	56,723.65	-6,223.65	-12.3
<a href="#">100-4200-52515-000</a>	Batteries	16,500.00	16,500.00	508.20	12,742.46	3,757.54	22.7
<a href="#">100-4200-52519-000</a>	Shop Supplies	18,000.00	18,000.00	678.59	13,393.41	4,606.59	25.9
<a href="#">100-4200-52520-000</a>	Vehicle Services	110,000.00	110,000.00	7,277.36	114,600.58	-4,600.58	-4.2
<a href="#">100-4200-52521-000</a>	Ground Ladder Testing	4,000.00	4,000.00	0.00	3,539.60	460.40	11.5
<a href="#">100-4200-52522-000</a>	Aerial Ladder Testing	2,000.00	2,000.00	0.00	1,790.00	210.00	10.5
<a href="#">100-4200-52540-000</a>	Building Services	0.00	0.00	0.00	300.00	-300.00	0.0
<a href="#">100-4200-52560-000</a>	Equipment Services	5,500.00	5,500.00	388.48	10,649.70	-5,149.70	-93.6
<a href="#">100-4200-52622-000</a>	Vehicle Lease	0.00	0.00	3,859.39	3,859.39	-3,859.39	0.0
<b>Department: 4200 - FLEET SERVICES Total:</b>		<b>1,235,247.00</b>	<b>1,235,247.00</b>	<b>76,336.95</b>	<b>1,003,674.04</b>	<b>231,572.96</b>	<b>18.7</b>

**Department: 4230 - FACILITY MAINTENANCE**

<a href="#">100-4230-51120-000</a>	Hourly	43,572.00	43,572.00	4,200.32	42,197.79	1,374.21	3.1
<a href="#">100-4230-51150-000</a>	Overtime-Unscheduled	911.00	911.00	0.00	94.04	816.96	89.6
<a href="#">100-4230-51190-000</a>	PTO Paid Out	778.00	778.00	0.00	0.00	778.00	100.0
<a href="#">100-4230-51195-000</a>	PTO Reserve Fund	334.00	334.00	0.00	0.00	334.00	100.0
<a href="#">100-4230-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	9,701.09	881.91	8.3
<a href="#">100-4230-51212-000</a>	Dental Insurance	457.00	457.00	38.08	418.91	38.09	8.3
<a href="#">100-4230-51213-000</a>	Vision Insurance	96.00	96.00	8.00	88.00	8.00	8.3
<a href="#">100-4230-51216-000</a>	Life Insurance	55.00	55.00	4.80	52.80	2.20	4.0
<a href="#">100-4230-51218-000</a>	STD Insurance	160.00	160.00	14.32	138.22	21.78	13.6
<a href="#">100-4230-51230-000</a>	Social Security	2,824.00	2,824.00	235.50	2,805.12	18.88	0.6
<a href="#">100-4230-51231-000</a>	Medicare	661.00	661.00	55.08	656.05	4.95	0.7
<a href="#">100-4230-51251-000</a>	ASRS	5,262.00	5,262.00	393.14	3,957.00	1,305.00	24.8
<a href="#">100-4230-51270-000</a>	Workers Compensation	1,905.00	1,905.00	0.00	1,393.39	511.61	26.8
<a href="#">100-4230-51290-000</a>	PEHP	800.00	800.00	0.00	799.05	0.95	0.1
<a href="#">100-4230-52148-000</a>	Small Tools & Instruments	2,000.00	2,000.00	0.00	1,072.32	927.68	46.3
<a href="#">100-4230-52160-000</a>	Dues, Memberships & Subscripti	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-4230-52170-000</a>	Travel & Per Diem	0.00	0.00	0.00	22.10	-22.10	0.0
<a href="#">100-4230-52223-000</a>	Consultants-General	15,000.00	15,000.00	0.00	0.00	15,000.00	100.0
<a href="#">100-4230-52310-000</a>	Cell Phones & Pagers	800.00	800.00	55.42	619.64	180.36	22.5
<a href="#">100-4230-52320-000</a>	Electric	2,000.00	2,000.00	160.95	1,959.58	40.42	2.0
<a href="#">100-4230-52330-000</a>	Natural Gas	300.00	300.00	6.37	100.34	199.66	66.5
<a href="#">100-4230-52350-000</a>	Telephone	120.00	120.00	3.32	36.46	83.54	69.6
<a href="#">100-4230-52370-000</a>	Water & Sewer	1,000.00	1,000.00	5.79	84.35	915.65	91.5
<a href="#">100-4230-52530-000</a>	Building Supplies	25,000.00	25,000.00	144.81	15,363.88	9,636.12	38.5
<a href="#">100-4230-52540-000</a>	Building Services	135,000.00	135,000.00	9,522.53	95,380.54	39,619.46	29.3
<a href="#">100-4230-52541-000</a>	Pest Control	7,500.00	7,500.00	480.00	7,224.00	276.00	3.6
<a href="#">100-4230-52542-000</a>	Janitorial Services	11,000.00	11,000.00	4,038.20	14,785.70	-3,785.70	-34.4
<a href="#">100-4230-52543-000</a>	Emergency Bldg. Maint.	45,000.00	45,000.00	0.00	9,406.77	35,593.23	79.1
<a href="#">100-4230-52544-000</a>	Preventive Maintenance	100,000.00	100,000.00	5,117.47	230,819.33	-130,819.33	-130.8
<a href="#">100-4230-52545-000</a>	Furnishings & Appliances	20,000.00	20,000.00	4,964.76	18,658.29	1,341.71	6.7
<a href="#">100-4230-52545-058</a>	Furnishings & Appliances	0.00	0.00	0.00	208.91	-208.91	0.0
<a href="#">100-4230-52560-000</a>	Equipment Services	10,000.00	10,000.00	633.60	8,874.94	1,125.06	11.2
<a href="#">100-4230-52563-000</a>	Fire Sprinkler Insp/Maint	0.00	0.00	3,551.79	4,900.88	-4,900.88	0.0
<a href="#">100-4230-52620-000</a>	Equipment Rental	2,500.00	2,500.00	306.80	2,470.59	29.41	1.1
<b>Department: 4230 - FACILITY MAINTENANCE Total:</b>		<b>446,118.00</b>	<b>446,118.00</b>	<b>34,822.97</b>	<b>474,290.08</b>	<b>-28,172.08</b>	<b>-6.3</b>

**Department: 4260 - WAREHOUSE**

<a href="#">100-4260-51110-000</a>	Salaries	0.00	0.00	0.00	4.00	-4.00	0.0
<a href="#">100-4260-51120-000</a>	Hourly	103,385.00	103,385.00	7,384.64	83,105.82	20,279.18	19.6
<a href="#">100-4260-51130-000</a>	Temporary Or Part-Time	28,174.00	28,174.00	2,869.80	36,975.29	-8,801.29	-31.2
<a href="#">100-4260-51150-000</a>	Overtime-Unscheduled	1,140.00	1,140.00	0.00	57.30	1,082.70	94.9
<a href="#">100-4260-51190-000</a>	PTO Paid Out	2,322.00	2,322.00	0.00	0.00	2,322.00	100.0
<a href="#">100-4260-51195-000</a>	PTO Reserve Fund	995.00	995.00	0.00	0.00	995.00	100.0
<a href="#">100-4260-51211-000</a>	Medical Insurance	21,166.00	21,166.00	1,763.83	19,402.16	1,763.84	8.3
<a href="#">100-4260-51212-000</a>	Dental Insurance	914.00	914.00	76.17	837.84	76.16	8.3
<a href="#">100-4260-51213-000</a>	Vision Insurance	192.00	192.00	16.00	176.00	16.00	8.3
<a href="#">100-4260-51216-000</a>	Life Insurance	110.00	110.00	9.60	110.40	-0.40	-0.3

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-4260-51218-000</a>	STD Insurance	306.00	306.00	25.20	287.88	18.12	5.9
<a href="#">100-4260-51230-000</a>	Social Security	8,433.00	8,433.00	604.45	7,185.61	1,247.39	14.7
<a href="#">100-4260-51231-000</a>	Medicare	1,972.00	1,972.00	141.38	1,680.63	291.37	14.7
<a href="#">100-4260-51251-000</a>	ASRS	15,696.00	15,696.00	1,176.20	13,039.48	2,656.52	16.9
<a href="#">100-4260-51270-000</a>	Workers Compensation	6,741.00	6,741.00	0.00	8,518.14	-1,777.14	-26.3
<a href="#">100-4260-51290-000</a>	PEHP	3,200.00	3,200.00	0.00	3,995.25	-795.25	-24.8
<a href="#">100-4260-52110-000</a>	Office Supplies	7,600.00	7,600.00	154.03	2,946.63	4,653.37	61.7
<a href="#">100-4260-52120-000</a>	Printing & Duplicating	2,000.00	2,000.00	0.00	1,041.54	958.46	47.9
<a href="#">100-4260-52130-000</a>	Computer Supplies	3,000.00	3,000.00	0.00	0.00	3,000.00	100.0
<a href="#">100-4260-52139-000</a>	Operational Equipment	40,000.00	40,000.00	1,603.61	24,055.96	15,944.04	39.8
<a href="#">100-4260-52140-000</a>	Operational Supplies	30,000.00	30,000.00	5,919.29	12,824.64	17,175.36	57.2
<a href="#">100-4260-52141-000</a>	Uniforms	93,490.00	93,490.00	12,192.31	118,277.56	-24,787.56	-26.9
<a href="#">100-4260-52143-000</a>	Station Supplies	15,000.00	15,000.00	713.96	5,548.87	9,451.13	63.0
<a href="#">100-4260-52144-000</a>	Medical Supplies	90,000.00	90,000.00	9,437.81	216,991.29	-126,991.29	-141.1
<a href="#">100-4260-52145-000</a>	Consumable Rehab Goods	5,000.00	5,000.00	0.00	979.39	4,020.61	80.4
<a href="#">100-4260-52146-000</a>	Protective Equipment	130,000.00	130,000.00	1,025.48	100,247.76	29,752.24	22.8
<a href="#">100-4260-52146-015</a>	Protective Equipment	0.00	0.00	0.00	5,890.67	-5,890.67	0.0
<a href="#">100-4260-52160-000</a>	Dues, Memberships & Subscripti	600.00	600.00	0.00	119.46	480.54	80.0
<a href="#">100-4260-52170-000</a>	Travel & Per Diem	1,000.00	1,000.00	175.00	374.00	626.00	62.6
<a href="#">100-4260-52180-000</a>	Training	2,000.00	2,000.00	0.00	478.00	1,522.00	76.1
<a href="#">100-4260-52196-000</a>	Employee Recognition	0.00	3,500.00	312.96	3,750.44	-250.44	-7.1
<a href="#">100-4260-52227-000</a>	Contract Labor	23,000.00	23,000.00	0.00	29,218.15	-6,218.15	-27.0
<a href="#">100-4260-52310-000</a>	Cell Phones & Pagers	2,000.00	2,000.00	128.39	1,209.08	790.92	39.5
<a href="#">100-4260-52320-000</a>	Electric	3,500.00	3,500.00	252.94	3,079.33	420.67	12.0
<a href="#">100-4260-52325-000</a>	Environmental Disposal	500.00	500.00	0.00	810.00	-310.00	-62.0
<a href="#">100-4260-52330-000</a>	Natural Gas	1,500.00	1,500.00	38.20	601.91	898.09	59.8
<a href="#">100-4260-52340-000</a>	Refuse Removal	1,000.00	1,000.00	87.41	1,089.71	-89.71	-8.9
<a href="#">100-4260-52350-000</a>	Telephone	240.00	240.00	19.91	218.74	21.26	8.8
<a href="#">100-4260-52370-000</a>	Water & Sewer	3,000.00	3,000.00	92.59	1,084.84	1,915.16	63.8
<a href="#">100-4260-52515-000</a>	Batteries	6,000.00	6,000.00	0.00	4,394.99	1,605.01	26.1
<a href="#">100-4260-52535-000</a>	Janitorial Supplies	30,000.00	30,000.00	3,801.74	26,836.49	3,163.51	10.9
<a href="#">100-4260-52551-000</a>	SCBA Supplies	10,000.00	10,000.00	0.00	7,531.18	2,468.82	24.6
<a href="#">100-4260-52552-000</a>	SCBA Services	12,000.00	12,000.00	297.60	1,191.51	10,808.49	90.0
<a href="#">100-4260-52560-000</a>	Equipment Services	35,000.00	35,000.00	775.00	29,748.80	5,251.20	15.0
<a href="#">100-4260-52562-000</a>	Fire Extinguisher Insp/Maint	1,000.00	1,000.00	0.00	1,154.42	-154.42	-15.4
<a href="#">100-4260-52620-000</a>	Equipment Rental	5,000.00	5,000.00	0.00	78.51	4,921.49	98.4
<b>Department: 4260 - WAREHOUSE Total:</b>		<b>748,176.00</b>	<b>751,676.00</b>	<b>51,095.50</b>	<b>777,149.67</b>	<b>-25,473.67</b>	<b>-3.3</b>
<b>FinancialRpt: 4 - Support Services Total:</b>		<b>4,227,157.00</b>	<b>4,230,657.00</b>	<b>286,887.47</b>	<b>3,985,202.77</b>	<b>245,454.23</b>	<b>5.8</b>

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">100-9000-58000-000</a>	Interfund Transfers	2,540,925.00	2,540,925.00	0.00	0.00	2,540,925.00	100.0
<a href="#">100-9000-59000-000</a>	Contingency	7,500,000.00	7,500,000.00	0.00	0.00	7,500,000.00	100.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>10,040,925.00</b>	<b>10,040,925.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,040,925.00</b>	<b>100.0</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>10,040,925.00</b>	<b>10,040,925.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,040,925.00</b>	<b>100.0</b>
<b>Expense Total:</b>		<b>35,512,640.00</b>	<b>35,512,640.00</b>	<b>2,020,261.56</b>	<b>24,743,672.20</b>	<b>10,768,967.80</b>	<b>30.3</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>2,022,929.23</b>	<b>8,940,336.22</b>	<b>8,940,336.22</b>	<b>0.0</b>

## Fund: 110 - MEDICAL SELF INSURANCE

## Revenue

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">110-9000-40000-000</a>	Beginning Fund Balance	1,000,000.00	1,000,000.00	0.00	1,904,439.04	904,439.04	190.4
<a href="#">110-9000-42400-000</a>	Medical Self Ins Billings	3,250,000.00	2,603,000.00	194,043.76	2,134,481.29	-468,518.71	18.0
<a href="#">110-9000-42401-000</a>	Dental Self Ins Billings	0.00	85,000.00	8,086.99	89,170.89	4,170.89	104.9
<a href="#">110-9000-42402-000</a>	Vision Self Ins Billings	0.00	22,000.00	1,793.08	19,723.91	-2,276.09	10.3
<a href="#">110-9000-42410-000</a>	Employee Medical Withholdings	0.00	415,000.00	35,395.53	429,367.27	14,367.27	103.4
<a href="#">110-9000-42411-000</a>	Employee Dental Withholdings	0.00	100,000.00	11,058.94	103,672.75	3,672.75	103.6

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">110-9000-42412-000</a>	Employee Vision Withholdings	0.00	25,000.00	2,180.62	23,077.09	-1,922.91	7.0
<a href="#">110-9000-42413-000</a>	Employee FSA Withholdings	0.00	0.00	2,490.32	26,523.60	26,523.60	0.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>255,049.24</b>	<b>4,730,455.84</b>	<b>480,455.84</b>	<b>11.3</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>255,049.24</b>	<b>4,730,455.84</b>	<b>480,455.84</b>	<b>11.3</b>
<b>Revenue Total:</b>		<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>255,049.24</b>	<b>4,730,455.84</b>	<b>480,455.84</b>	<b>11.3</b>

## Expense

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">110-9000-52700-000</a>	Medical Claims	3,250,000.00	2,553,000.00	164,035.68	1,576,762.59	976,237.41	38.2
<a href="#">110-9000-52701-000</a>	Dental Claims	0.00	160,000.00	18,068.72	171,842.50	-11,842.50	-7.4
<a href="#">110-9000-52702-000</a>	Vision Claims	0.00	37,000.00	3,702.62	36,532.82	467.18	1.2
<a href="#">110-9000-52703-000</a>	FSA Claims	0.00	0.00	2,247.88	26,304.65	-26,304.65	0.0
<a href="#">110-9000-52710-000</a>	Administrative Fees	0.00	500,000.00	43,674.99	514,365.75	-14,365.75	-2.8
<a href="#">110-9000-52715-000</a>	Fees	0.00	0.00	0.00	162.57	-162.57	0.0
<a href="#">110-9000-59100-000</a>	Ending Fund Balance	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	100.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>231,729.89</b>	<b>2,325,970.88</b>	<b>1,924,029.12</b>	<b>45.2</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>231,729.89</b>	<b>2,325,970.88</b>	<b>1,924,029.12</b>	<b>45.2</b>
<b>Expense Total:</b>		<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>231,729.89</b>	<b>2,325,970.88</b>	<b>1,924,029.12</b>	<b>45.2</b>
<b>Fund: 110 - MEDICAL SELF INSURANCE Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>23,319.35</b>	<b>2,404,484.96</b>	<b>2,404,484.96</b>	<b>0.0</b>

## Fund: 200 - WILDLAND FUND

## Revenue

## FinancialRpt: 3 - Operational

## Department: 3500 - OUT OF DISTRICT WILDLAND

<a href="#">200-3500-42300-000</a>	State Land Fires	200,000.00	200,000.00	13,140.60	282,914.50	82,914.50	141.4
<b>Department: 3500 - OUT OF DISTRICT WILDLAND Total:</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>13,140.60</b>	<b>282,914.50</b>	<b>82,914.50</b>	<b>41.4</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>13,140.60</b>	<b>282,914.50</b>	<b>82,914.50</b>	<b>41.4</b>

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">200-9000-40000-000</a>	Beginning Fund Balance	0.00	0.00	0.00	394,014.20	394,014.20	0.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>394,014.20</b>	<b>394,014.20</b>	<b>0.0</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>394,014.20</b>	<b>394,014.20</b>	<b>0.0</b>
<b>Revenue Total:</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>13,140.60</b>	<b>676,928.70</b>	<b>476,928.70</b>	<b>238.4</b>

## Expense

## FinancialRpt: 3 - Operational

## Department: 3500 - OUT OF DISTRICT WILDLAND

<a href="#">200-3500-51110-000</a>	Salaries	0.00	0.00	0.00	-240.04	240.04	0.0
<a href="#">200-3500-51120-000</a>	Hourly	44,846.00	44,846.00	0.00	0.17	44,845.83	100.0
<a href="#">200-3500-51150-000</a>	Overtime-Unscheduled	61,815.00	61,815.00	5,774.60	168,276.63	-106,461.63	-172.2
<a href="#">200-3500-51211-000</a>	Medical Insurance	21,178.00	21,178.00	1,764.83	19,413.16	1,764.84	8.3
<a href="#">200-3500-51212-000</a>	Dental Insurance	662.00	662.00	55.17	606.84	55.16	8.3
<a href="#">200-3500-51213-000</a>	Vision Insurance	220.00	220.00	18.33	201.66	18.34	8.3
<a href="#">200-3500-51216-000</a>	Life Insurance	0.00	0.00	3.34	59.84	-59.84	0.0
<a href="#">200-3500-51218-000</a>	STD Insurance	0.00	0.00	12.53	224.43	-224.43	0.0
<a href="#">200-3500-51231-000</a>	Medicare	6,211.00	6,211.00	80.48	2,384.93	3,826.07	61.0
<a href="#">200-3500-51250-000</a>	PSPRS	16,368.00	16,368.00	1,187.85	32,721.86	-16,353.86	-99.9
<a href="#">200-3500-51270-000</a>	Workers Compensation	0.00	0.00	0.00	60.00	-60.00	0.0
<a href="#">200-3500-51280-000</a>	Deferred Compensation	0.00	0.00	0.00	683.10	-683.10	0.0
<a href="#">200-3500-52140-000</a>	Operational Supplies	10,000.00	10,000.00	0.00	0.00	10,000.00	100.0
<a href="#">200-3500-52170-000</a>	Travel & Per Diem	15,000.00	15,000.00	1,266.61	23,594.28	-8,594.28	-57.3
<a href="#">200-3500-52180-000</a>	Training	15,000.00	15,000.00	0.00	195.00	14,805.00	98.7
<a href="#">200-3500-52228-000</a>	Contract-Aircraft Services	4,700.00	4,700.00	0.00	0.00	4,700.00	100.0
<a href="#">200-3500-52320-000</a>	Electric	0.00	0.00	83.02	1,969.22	-1,969.22	0.0
<a href="#">200-3500-52330-000</a>	Natural Gas	0.00	0.00	55.18	635.86	-635.86	0.0
<a href="#">200-3500-52340-000</a>	Refuse Removal	0.00	0.00	0.00	22.05	-22.05	0.0

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">200-3500-52350-000</a>	Telephone	0.00	0.00	80.15	794.80	-794.80	0.00
<a href="#">200-3500-52370-000</a>	Water & Sewer	0.00	0.00	180.47	2,014.09	-2,014.09	0.00
<a href="#">200-3500-52450-000</a>	Unemployment Insurance	0.00	0.00	0.00	12,355.99	-12,355.99	0.00
<a href="#">200-3500-52511-000</a>	Fuel	0.00	0.00	0.00	740.58	-740.58	0.00
<a href="#">200-3500-52550-000</a>	Equipment Supplies	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00
<b>Department: 3500 - OUT OF DISTRICT WILDLAND Total:</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>10,562.56</b>	<b>266,714.45</b>	<b>-66,714.45</b>	<b>-33.33</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>10,562.56</b>	<b>266,714.45</b>	<b>-66,714.45</b>	<b>-33.33</b>
<b>Expense Total:</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>10,562.56</b>	<b>266,714.45</b>	<b>-66,714.45</b>	<b>-33.33</b>
<b>Fund: 200 - WILDLAND FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>2,578.04</b>	<b>410,214.25</b>	<b>410,214.25</b>	<b>0.00</b>

## Fund: 250 - AMBULANCE FUND

## Revenue

## FinancialRpt: 3 - Operational

## Department: 3400 - EMS

<a href="#">250-3400-42380-000</a>	Ambulance Billings	3,885,488.00	3,885,488.00	260,255.29	1,087,253.96	-2,798,234.04	72.00
<b>Department: 3400 - EMS Total:</b>		<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>260,255.29</b>	<b>1,087,253.96</b>	<b>-2,798,234.04</b>	<b>72.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>260,255.29</b>	<b>1,087,253.96</b>	<b>-2,798,234.04</b>	<b>72.00</b>
<b>Revenue Total:</b>		<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>260,255.29</b>	<b>1,087,253.96</b>	<b>-2,798,234.04</b>	<b>72.00</b>

## Expense

## FinancialRpt: 3 - Operational

## Department: 3400 - EMS

<a href="#">250-3400-51120-000</a>	Hourly	1,763,062.00	1,763,062.00	0.00	144,709.49	1,618,352.51	91.00
<a href="#">250-3400-51211-000</a>	Medical Insurance	272,720.00	272,720.00	22,726.67	249,993.34	22,726.66	8.00
<a href="#">250-3400-51212-000</a>	Dental Insurance	8,522.00	8,522.00	710.17	7,811.84	710.16	8.00
<a href="#">250-3400-51213-000</a>	Vision Insurance	2,841.00	2,841.00	236.75	2,604.25	236.75	8.00
<a href="#">250-3400-51231-000</a>	Medicare	47,856.00	47,856.00	0.00	0.00	47,856.00	100.00
<a href="#">250-3400-51250-000</a>	PSPRS	357,300.00	357,300.00	0.00	0.00	357,300.00	100.00
<a href="#">250-3400-52110-000</a>	Office Supplies	3,336.00	3,336.00	0.00	0.00	3,336.00	100.00
<a href="#">250-3400-52115-000</a>	Fees	2,564.00	2,564.00	-1,174.75	5,051.76	-2,487.76	-97.00
<a href="#">250-3400-52117-000</a>	Bad Debt Expense	588,808.00	588,808.00	0.00	0.00	588,808.00	100.00
<a href="#">250-3400-52118-000</a>	Collection Fees	197,644.00	197,644.00	0.00	3,423.67	194,220.33	98.00
<a href="#">250-3400-52119-000</a>	Rent Expense	72,000.00	72,000.00	0.00	0.00	72,000.00	100.00
<a href="#">250-3400-52120-000</a>	Printing & Duplicating	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
<a href="#">250-3400-52140-000</a>	Operational Supplies	63,960.00	63,960.00	0.00	1,772.52	62,187.48	97.00
<a href="#">250-3400-52141-000</a>	Uniforms	12,510.00	12,510.00	0.00	0.00	12,510.00	100.00
<a href="#">250-3400-52150-000</a>	Postage & Mailings	5,046.00	5,046.00	116.44	510.85	4,535.15	89.00
<a href="#">250-3400-52160-000</a>	Dues, Memberships & Subscripti	2,000.00	2,000.00	0.00	1,309.18	690.82	34.00
<a href="#">250-3400-52170-000</a>	Travel & Per Diem	669.00	669.00	0.00	0.00	669.00	100.00
<a href="#">250-3400-52177-000</a>	Meals & Entertainment	2,107.00	2,107.00	0.00	0.00	2,107.00	100.00
<a href="#">250-3400-52180-000</a>	Training	14,832.00	14,832.00	0.00	0.00	14,832.00	100.00
<a href="#">250-3400-52192-000</a>	Public Affairs	829.00	829.00	0.00	0.00	829.00	100.00
<a href="#">250-3400-52210-000</a>	Accounting & Auditing	3,440.00	3,440.00	0.00	0.00	3,440.00	100.00
<a href="#">250-3400-52223-000</a>	Consultants-General	0.00	0.00	0.00	46,974.80	-46,974.80	0.00
<a href="#">250-3400-52227-000</a>	Contract Labor	5,109.00	5,109.00	0.00	0.00	5,109.00	100.00
<a href="#">250-3400-52260-000</a>	Legal	5,926.00	5,926.00	0.00	0.00	5,926.00	100.00
<a href="#">250-3400-52350-000</a>	Telephone	4,200.00	4,200.00	0.00	0.00	4,200.00	100.00
<a href="#">250-3400-52390-000</a>	Dispatch Services	116,424.00	116,424.00	0.00	116,424.00	0.00	0.00
<a href="#">250-3400-52430-000</a>	Gen. Liab. & Auto Insurance	39,431.00	39,431.00	0.00	0.00	39,431.00	100.00
<a href="#">250-3400-52511-000</a>	Fuel	19,877.00	19,877.00	0.00	0.00	19,877.00	100.00
<a href="#">250-3400-52544-000</a>	Preventive Maintenance	56,163.00	56,163.00	0.00	0.00	56,163.00	100.00
<a href="#">250-3400-54140-000</a>	Vehicles	87,640.00	87,640.00	0.00	0.00	87,640.00	100.00
<b>Department: 3400 - EMS Total:</b>		<b>3,758,316.00</b>	<b>3,758,316.00</b>	<b>22,615.28</b>	<b>580,585.70</b>	<b>3,177,730.30</b>	<b>84.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>3,758,316.00</b>	<b>3,758,316.00</b>	<b>22,615.28</b>	<b>580,585.70</b>	<b>3,177,730.30</b>	<b>84.00</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">250-9000-59000-000</a>	Contingency	127,172.00	127,172.00	0.00	0.00	127,172.00	100.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>127,172.00</b>	<b>127,172.00</b>	<b>0.00</b>	<b>0.00</b>	<b>127,172.00</b>	<b>100.0</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>127,172.00</b>	<b>127,172.00</b>	<b>0.00</b>	<b>0.00</b>	<b>127,172.00</b>	<b>100.0</b>
<b>Expense Total:</b>		<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>22,615.28</b>	<b>580,585.70</b>	<b>3,304,902.30</b>	<b>85.0</b>
<b>Fund: 250 - AMBULANCE FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>237,640.01</b>	<b>506,668.26</b>	<b>506,668.26</b>	<b>0.0</b>
<b>Fund: 400 - CAPITAL PROJECTS</b>							
<b>Revenue</b>							
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">400-9000-40000-000</a>	Beginning Fund Balance	500,000.00	500,000.00	0.00	2,086,619.83	1,586,619.83	417.3
<a href="#">400-9000-42395-000</a>	Communication Contract R	60,000.00	60,000.00	1,841.60	57,623.26	-2,376.74	3.9
<a href="#">400-9000-46300-000</a>	Gain On Disposition Of Assets	0.00	0.00	-54.62	53,325.83	53,325.83	0.0
<a href="#">400-9000-48000-000</a>	Transfers In	3,427,050.00	3,427,050.00	0.00	886,125.00	-2,540,925.00	74.1
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>1,786.98</b>	<b>3,083,693.92</b>	<b>-903,356.08</b>	<b>22.6</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>1,786.98</b>	<b>3,083,693.92</b>	<b>-903,356.08</b>	<b>22.6</b>
<b>Revenue Total:</b>		<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>1,786.98</b>	<b>3,083,693.92</b>	<b>-903,356.08</b>	<b>22.6</b>
<b>Expense</b>							
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3400 - EMS</b>							
<a href="#">400-3400-54130-000</a>	Furniture & Equipment	0.00	0.00	0.00	71,082.53	-71,082.53	0.0
<b>Department: 3400 - EMS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,082.53</b>	<b>-71,082.53</b>	<b>0.0</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,082.53</b>	<b>-71,082.53</b>	<b>0.0</b>
<b>FinancialRpt: 4 - Support Services</b>							
<b>Department: 4100 - INFORMATION TECHNOLOGY</b>							
<a href="#">400-4100-54130-000</a>	Furniture & Equipment	0.00	300,000.00	0.00	303,626.96	-3,626.96	-1.2
<a href="#">400-4100-54138-000</a>	Computers & Software	0.00	0.00	0.00	166,345.37	-166,345.37	0.0
<a href="#">400-4100-54138-004</a>	Computers & Software	115,000.00	115,000.00	0.00	0.00	115,000.00	100.0
<b>Department: 4100 - INFORMATION TECHNOLOGY Total:</b>		<b>115,000.00</b>	<b>415,000.00</b>	<b>0.00</b>	<b>469,972.33</b>	<b>-54,972.33</b>	<b>-13.2</b>
<b>Department: 4200 - FLEET SERVICES</b>							
<a href="#">400-4200-52513-000</a>	Vehicle Parts	0.00	0.00	0.00	6,015.14	-6,015.14	0.0
<a href="#">400-4200-54140-003</a>	Vehicles	1,220,000.00	1,220,000.00	2,563.79	711,235.46	508,764.54	41.7
<b>Department: 4200 - FLEET SERVICES Total:</b>		<b>1,220,000.00</b>	<b>1,220,000.00</b>	<b>2,563.79</b>	<b>717,250.60</b>	<b>502,749.40</b>	<b>41.7</b>
<b>Department: 4230 - FACILITY MAINTENANCE</b>							
<a href="#">400-4230-54110-053</a>	Land & Improvements	75,000.00	75,000.00	0.00	9,550.45	65,449.55	87.2
<a href="#">400-4230-54110-055</a>	Land & Improvements	225,000.00	225,000.00	0.00	2,975.00	222,025.00	98.6
<a href="#">400-4230-54123-055</a>	Engineering & Architectural	0.00	0.00	0.00	3,297.43	-3,297.43	0.0
<a href="#">400-4230-54130-000</a>	Furniture & Equipment	0.00	0.00	0.00	9,494.00	-9,494.00	0.0
<b>Department: 4230 - FACILITY MAINTENANCE Total:</b>		<b>300,000.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>25,316.88</b>	<b>274,683.12</b>	<b>91.8</b>
<b>Department: 4260 - WAREHOUSE</b>							
<a href="#">400-4260-54130-018</a>	Furniture & Equipment	650,000.00	650,000.00	0.00	0.00	650,000.00	100.0
<a href="#">400-4260-54130-019</a>	Furniture & Equipment	30,000.00	30,000.00	0.00	28,985.92	1,014.08	3.4
<a href="#">400-4260-54130-028</a>	Furniture & Equipment	100,000.00	100,000.00	18,568.45	152,544.20	-52,544.20	-52.5
<a href="#">400-4260-54130-029</a>	Furniture & Equipment	650,000.00	350,000.00	0.00	0.00	350,000.00	100.0
<a href="#">400-4260-54130-031</a>	Furniture & Equipment	787,050.00	787,050.00	0.00	0.00	787,050.00	100.0
<a href="#">400-4260-54130-032</a>	Furniture & Equipment	135,000.00	135,000.00	0.00	143,304.54	-8,304.54	-6.1
<b>Department: 4260 - WAREHOUSE Total:</b>		<b>2,352,050.00</b>	<b>2,052,050.00</b>	<b>18,568.45</b>	<b>324,834.66</b>	<b>1,727,215.34</b>	<b>84.2</b>
<b>FinancialRpt: 4 - Support Services Total:</b>		<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>21,132.24</b>	<b>1,537,374.47</b>	<b>2,449,675.53</b>	<b>61.4</b>
<b>Expense Total:</b>		<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>21,132.24</b>	<b>1,608,457.00</b>	<b>2,378,593.00</b>	<b>59.0</b>
<b>Fund: 400 - CAPITAL PROJECTS Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-19,345.26</b>	<b>1,475,236.92</b>	<b>1,475,236.92</b>	<b>0.0</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Fund: 450 - CAPITAL RESERVE</b>							
<b>Revenue</b>							
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">450-9000-40000-000</a>	Beginning Fund Balance	2,093,618.00	2,093,618.00	0.00	2,093,618.00	0.00	0.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Revenue Total:</b>		<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Expense</b>							
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">450-9000-58000-000</a>	Interfund Transfers	886,125.00	886,125.00	0.00	886,125.00	0.00	0.00
<a href="#">450-9000-59100-000</a>	Ending Fund Balance	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>886,125.00</b>	<b>1,207,493.00</b>	<b>57.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>886,125.00</b>	<b>1,207,493.00</b>	<b>57.00</b>
<b>Expense Total:</b>		<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>886,125.00</b>	<b>1,207,493.00</b>	<b>57.00</b>
<b>Fund: 450 - CAPITAL RESERVE Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.00</b>

**Fund: 480 - GRANT PROGRAM**

<b>Revenue</b>							
<b>FinancialRpt: 2 - Community Safety</b>							
<b>Department: 2200 - SPECIAL PROJECTS</b>							
<a href="#">480-2200-47000-030</a>	Grant Revenue	0.00	0.00	0.00	-76.52	-76.52	0.00
<a href="#">480-2200-47000-033</a>	Grant Revenue	0.00	0.00	0.00	7,663.76	7,663.76	0.00
<a href="#">480-2200-47000-034</a>	Grant Revenue	0.00	0.00	5,271.52	6,414.76	6,414.76	0.00
<a href="#">480-2200-47000-117</a>	Grant Revenue	0.00	0.00	30,070.00	707,760.00	707,760.00	0.00
<a href="#">480-2200-47000-120</a>	Grant Revenue	0.00	0.00	0.00	4,889.01	4,889.01	0.00
<a href="#">480-2200-47000-121</a>	Grant Revenue	0.00	0.00	0.00	15,000.00	15,000.00	0.00
<b>Department: 2200 - SPECIAL PROJECTS Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>35,341.52</b>	<b>741,651.01</b>	<b>741,651.01</b>	<b>0.00</b>
<b>FinancialRpt: 2 - Community Safety Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>35,341.52</b>	<b>741,651.01</b>	<b>741,651.01</b>	<b>0.00</b>

<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">480-9000-40000-000</a>	Beginning Fund Balance	1,000,000.00	1,000,000.00	0.00	1,199,313.32	199,313.32	119.90
<a href="#">480-9000-47000-000</a>	Grant Revenue	1,500,000.00	1,500,000.00	0.00	0.00	-1,500,000.00	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>0.00</b>	<b>1,199,313.32</b>	<b>-1,300,686.68</b>	<b>52.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>0.00</b>	<b>1,199,313.32</b>	<b>-1,300,686.68</b>	<b>52.00</b>
<b>Revenue Total:</b>		<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>35,341.52</b>	<b>1,940,964.33</b>	<b>-559,035.67</b>	<b>22.00</b>

<b>Expense</b>							
<b>FinancialRpt: 2 - Community Safety</b>							
<b>Department: 2200 - SPECIAL PROJECTS</b>							
<a href="#">480-2200-51120-117</a>	Hourly	0.00	84,353.38	27,590.56	498,102.34	-413,748.96	-490.40
<a href="#">480-2200-51140-117</a>	Holiday Pay	0.00	1,912.96	0.00	13,805.94	-11,892.98	-621.00
<a href="#">480-2200-51150-117</a>	Overtime-Unscheduled	0.00	11,100.46	0.00	51,257.00	-40,156.54	-361.00
<a href="#">480-2200-51150-120</a>	Overtime-Unscheduled	0.00	1,165.24	0.00	1,165.24	0.00	0.00
<a href="#">480-2200-51211-117</a>	Medical Insurance	0.00	14,935.52	0.00	0.00	14,935.52	100.00
<a href="#">480-2200-51211-120</a>	Medical Insurance	0.00	17.07	0.00	0.00	17.07	100.00
<a href="#">480-2200-51212-117</a>	Dental Insurance	0.00	579.88	0.00	0.00	579.88	100.00
<a href="#">480-2200-51212-120</a>	Dental Insurance	0.00	0.68	0.00	0.00	0.68	100.00
<a href="#">480-2200-51216-117</a>	Life Insurance	0.00	115.20	27.95	553.21	-438.01	-380.00
<a href="#">480-2200-51216-120</a>	Life Insurance	0.00	0.10	0.00	0.10	0.00	0.00
<a href="#">480-2200-51218-117</a>	STD Insurance	0.00	319.52	86.68	1,627.86	-1,308.34	-409.40
<a href="#">480-2200-51218-120</a>	STD Insurance	0.00	0.39	0.00	0.39	0.00	0.00
<a href="#">480-2200-51231-117</a>	Medicare	0.00	1,361.06	382.60	7,845.81	-6,484.75	-476.40
<a href="#">480-2200-51231-120</a>	Medicare	0.00	16.88	0.00	16.88	0.00	0.00
<a href="#">480-2200-51250-117</a>	PSPRS	0.00	19,992.25	5,675.41	114,690.64	-94,698.39	-473.00

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">480-2200-51250-120</a>	PSPRS	0.00	239.66	0.00	239.66	0.00	0.00
<a href="#">480-2200-51270-117</a>	Workers Compensation	0.00	0.00	0.00	21,095.68	-21,095.68	0.00
<a href="#">480-2200-52139-120</a>	Operational Equipment	0.00	79.00	0.00	79.00	0.00	0.00
<a href="#">480-2200-52170-033</a>	Travel & Per Diem	0.00	0.00	0.00	7,333.68	-7,333.68	0.00
<a href="#">480-2200-52170-035</a>	Travel & Per Diem	0.00	0.00	492.96	492.96	-492.96	0.00
<a href="#">480-2200-52180-033</a>	Training	0.00	0.00	0.00	2,270.00	-2,270.00	0.00
<a href="#">480-2200-52180-120</a>	Training	0.00	0.00	0.00	1,840.49	-1,840.49	0.00
<a href="#">480-2200-54150-121</a>	Fire Hydrants	0.00	0.00	0.00	16,191.00	-16,191.00	0.00
<b>Department: 2200 - SPECIAL PROJECTS Total:</b>		<b>0.00</b>	<b>136,189.25</b>	<b>34,256.16</b>	<b>738,607.88</b>	<b>-602,418.63</b>	<b>-442.50</b>
<b>FinancialRpt: 2 - Community Safety Total:</b>		<b>0.00</b>	<b>136,189.25</b>	<b>34,256.16</b>	<b>738,607.88</b>	<b>-602,418.63</b>	<b>-442.50</b>
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">480-9000-57000-000</a>	Unfunded Grant Expenses	2,500,000.00	2,363,810.75	0.00	0.00	2,363,810.75	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>2,500,000.00</b>	<b>2,363,810.75</b>	<b>0.00</b>	<b>0.00</b>	<b>2,363,810.75</b>	<b>100.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>2,500,000.00</b>	<b>2,363,810.75</b>	<b>0.00</b>	<b>0.00</b>	<b>2,363,810.75</b>	<b>100.00</b>
<b>Expense Total:</b>		<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>34,256.16</b>	<b>738,607.88</b>	<b>1,761,392.12</b>	<b>70.40</b>
<b>Fund: 480 - GRANT PROGRAM Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>1,085.36</b>	<b>1,202,356.45</b>	<b>1,202,356.45</b>	<b>0.00</b>
<b>Fund: 500 - GO DEBT SERVICE</b>							
<b>Revenue</b>							
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">500-9000-40000-000</a>	Beginning Fund Balance	0.00	0.00	0.00	982,236.83	982,236.83	0.00
<a href="#">500-9000-41100-000</a>	Property Taxes-CY	3,033,271.00	3,033,271.00	453,247.40	2,927,317.21	-105,953.79	3.40
<a href="#">500-9000-41150-000</a>	Property Taxes-PY	0.00	0.00	45.65	76,204.71	76,204.71	0.00
<a href="#">500-9000-43100-000</a>	Investment Revenue	0.00	0.00	924.29	6,158.22	6,158.22	0.00
<a href="#">500-9000-49150-000</a>	Build America Bond Rebate	140,000.00	140,000.00	0.00	72,523.88	-67,476.12	48.20
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>454,217.34</b>	<b>4,064,440.85</b>	<b>891,169.85</b>	<b>28.60</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>454,217.34</b>	<b>4,064,440.85</b>	<b>891,169.85</b>	<b>28.60</b>
<b>Revenue Total:</b>		<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>454,217.34</b>	<b>4,064,440.85</b>	<b>891,169.85</b>	<b>28.60</b>
<b>Expense</b>							
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">500-9000-52116-000</a>	Bond Administrative Fees	5,000.00	5,000.00	0.00	1,495.00	3,505.00	70.10
<a href="#">500-9000-53021-000</a>	2007 Series A Bond Principal	570,000.00	570,000.00	0.00	570,000.00	0.00	0.00
<a href="#">500-9000-53022-000</a>	2010 Series A Bond Principal	455,000.00	455,000.00	0.00	0.00	455,000.00	100.00
<a href="#">500-9000-53023-000</a>	2014 Series Refunding Bond Principal	805,000.00	805,000.00	0.00	0.00	805,000.00	100.00
<a href="#">500-9000-53121-000</a>	2007 Series A Bond Interest	471,662.00	471,662.00	0.00	471,647.35	14.65	0.00
<a href="#">500-9000-53122-000</a>	2010 Series A Bond Interest	481,859.00	481,859.00	0.00	240,929.50	240,929.50	50.00
<a href="#">500-9000-53123-000</a>	2014 Series Refunding Bond Interest	234,750.00	234,750.00	0.00	117,375.00	117,375.00	50.00
<a href="#">500-9000-59000-000</a>	Contingency	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>0.00</b>	<b>1,401,446.85</b>	<b>1,771,824.15</b>	<b>55.80</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>0.00</b>	<b>1,401,446.85</b>	<b>1,771,824.15</b>	<b>55.80</b>
<b>Expense Total:</b>		<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>0.00</b>	<b>1,401,446.85</b>	<b>1,771,824.15</b>	<b>55.80</b>
<b>Fund: 500 - GO DEBT SERVICE Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>454,217.34</b>	<b>2,662,994.00</b>	<b>2,662,994.00</b>	<b>0.00</b>
<b>Report Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>2,722,424.07</b>	<b>18,809,784.06</b>	<b>18,809,784.06</b>	<b>0.00</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

## Group Summa

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
2100 - PREVENTION & SAFETY	110,000.00	110,000.00	24,616.76	249,880.63	139,880.63	127.1
2300 - BEHAVIORAL HLTH/COMM SVC	0.00	0.00	0.00	259.94	259.94	0.0
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>110,000.00</b>	<b>110,000.00</b>	<b>24,616.76</b>	<b>250,140.57</b>	<b>140,140.57</b>	<b>127.1</b>
<b>FinancialRpt: 3 - Operational</b>						
3100 - TRAINING	24,000.00	24,000.00	1,240.00	26,744.76	2,744.76	11.4
3400 - EMS	0.00	0.00	0.00	11,030.98	11,030.98	0.0
<b>FinancialRpt: 3 - Operational Total:</b>	<b>24,000.00</b>	<b>24,000.00</b>	<b>1,240.00</b>	<b>37,775.74</b>	<b>13,775.74</b>	<b>57.4</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	35,378,640.00	35,378,640.00	4,017,334.03	33,396,092.11	-1,982,547.89	5.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>35,378,640.00</b>	<b>35,378,640.00</b>	<b>4,017,334.03</b>	<b>33,396,092.11</b>	<b>-1,982,547.89</b>	<b>5.0</b>
<b>Revenue Total:</b>	<b>35,512,640.00</b>	<b>35,512,640.00</b>	<b>4,043,190.79</b>	<b>33,684,008.42</b>	<b>-1,828,631.58</b>	<b>5.0</b>
<b>Expense</b>						
<b>FinancialRpt: 1 - Administrative Costs</b>						
1200 - FIRE CHIEF	244,619.00	244,619.00	18,822.43	222,645.03	21,973.97	8.9
1220 - FIRE OPERATIONS - ADMIN	356,878.00	356,878.00	25,522.62	306,166.97	50,711.03	14.2
1230 - ADMINISTRATIVE SERVICES	621,321.00	621,321.00	39,912.04	461,756.70	159,564.30	25.6
1240 - HUMAN RESOURCES	468,733.00	465,233.00	30,980.86	385,919.34	79,313.66	17.0
1250 - FINANCE	505,144.00	505,144.00	35,763.54	457,721.90	47,422.10	9.3
1280 - COMMUNITY AFFAIRS	205,855.00	205,855.00	18,664.26	161,620.96	44,234.04	21.4
<b>FinancialRpt: 1 - Administrative Costs Total:</b>	<b>2,402,550.00</b>	<b>2,399,050.00</b>	<b>169,665.75</b>	<b>1,995,830.90</b>	<b>403,219.10</b>	<b>16.8</b>
<b>FinancialRpt: 2 - Community Safety</b>						
2100 - PREVENTION & SAFETY	1,153,492.00	1,153,492.00	83,436.13	998,218.35	155,273.65	13.4
2250 - HEALTH & SAFETY	45,517.00	45,517.00	3,328.97	41,039.18	4,477.82	9.8
2300 - BEHAVIORAL HLTH/COMM SVC	178,023.00	178,023.00	12,762.43	151,966.60	26,056.40	14.6
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>1,377,032.00</b>	<b>1,377,032.00</b>	<b>99,527.53</b>	<b>1,191,224.13</b>	<b>185,807.87</b>	<b>13.4</b>
<b>FinancialRpt: 3 - Operational</b>						
3100 - TRAINING	498,062.00	498,062.00	42,524.73	500,075.16	-2,013.16	-0.4
3110 - BATTALION CHIEFS	1,824,662.00	1,824,662.00	124,283.83	1,549,610.24	275,051.76	15.0
3300 - FIRE/RESCUE SERVICES	14,288,885.00	14,288,885.00	1,245,071.46	14,849,230.82	-560,345.82	-3.9
3400 - EMS	853,367.00	853,367.00	52,300.79	672,498.18	180,868.82	21.1
<b>FinancialRpt: 3 - Operational Total:</b>	<b>17,464,976.00</b>	<b>17,464,976.00</b>	<b>1,464,180.81</b>	<b>17,571,414.40</b>	<b>-106,438.40</b>	<b>-0.6</b>
<b>FinancialRpt: 4 - Support Services</b>						
4100 - INFORMATION TECHNOLOGY	787,460.00	787,460.00	32,903.90	857,350.45	-69,890.45	-8.8
4150 - COMMUNICATIONS	1,010,156.00	1,010,156.00	91,728.15	872,738.53	137,417.47	13.6
4200 - FLEET SERVICES	1,235,247.00	1,235,247.00	76,336.95	1,003,674.04	231,572.96	18.7
4230 - FACILITY MAINTENANCE	446,118.00	446,118.00	34,822.97	474,290.08	-28,172.08	-6.3
4260 - WAREHOUSE	748,176.00	751,676.00	51,095.50	777,149.67	-25,473.67	-3.3
<b>FinancialRpt: 4 - Support Services Total:</b>	<b>4,227,157.00</b>	<b>4,230,657.00</b>	<b>286,887.47</b>	<b>3,985,202.77</b>	<b>245,454.23</b>	<b>5.8</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	10,040,925.00	10,040,925.00	0.00	0.00	10,040,925.00	100.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>10,040,925.00</b>	<b>10,040,925.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,040,925.00</b>	<b>100.0</b>
<b>Expense Total:</b>	<b>35,512,640.00</b>	<b>35,512,640.00</b>	<b>2,020,261.56</b>	<b>24,743,672.20</b>	<b>10,768,967.80</b>	<b>30.3</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,022,929.23</b>	<b>8,940,336.22</b>	<b>8,940,336.22</b>	<b>0.0</b>
<b>Fund: 110 - MEDICAL SELF INSURANCE</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	4,250,000.00	4,250,000.00	255,049.24	4,730,455.84	480,455.84	11.3
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>255,049.24</b>	<b>4,730,455.84</b>	<b>480,455.84</b>	<b>11.3</b>
<b>Revenue Total:</b>	<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>255,049.24</b>	<b>4,730,455.84</b>	<b>480,455.84</b>	<b>11.3</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Expense</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	4,250,000.00	4,250,000.00	231,729.89	2,325,970.88	1,924,029.12	45.7
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>231,729.89</b>	<b>2,325,970.88</b>	<b>1,924,029.12</b>	<b>45.7</b>
<b>Expense Total:</b>	<b>4,250,000.00</b>	<b>4,250,000.00</b>	<b>231,729.89</b>	<b>2,325,970.88</b>	<b>1,924,029.12</b>	<b>45.7</b>
<b>Fund: 110 - MEDICAL SELF INSURANCE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>23,319.35</b>	<b>2,404,484.96</b>	<b>2,404,484.96</b>	<b>0.0</b>
<b>Fund: 200 - WILDLAND FUND</b>						
<b>Revenue</b>						
<b>FinancialRpt: 3 - Operational</b>						
3500 - OUT OF DISTRICT WILDLAND	200,000.00	200,000.00	13,140.60	282,914.50	82,914.50	41.4
<b>FinancialRpt: 3 - Operational Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>13,140.60</b>	<b>282,914.50</b>	<b>82,914.50</b>	<b>41.4</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	0.00	0.00	0.00	394,014.20	394,014.20	0.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>394,014.20</b>	<b>394,014.20</b>	<b>0.0</b>
<b>Revenue Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>13,140.60</b>	<b>676,928.70</b>	<b>476,928.70</b>	<b>238.4</b>
<b>Expense</b>						
<b>FinancialRpt: 3 - Operational</b>						
3500 - OUT OF DISTRICT WILDLAND	200,000.00	200,000.00	10,562.56	266,714.45	-66,714.45	-33.3
<b>FinancialRpt: 3 - Operational Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>10,562.56</b>	<b>266,714.45</b>	<b>-66,714.45</b>	<b>-33.3</b>
<b>Expense Total:</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>10,562.56</b>	<b>266,714.45</b>	<b>-66,714.45</b>	<b>-33.3</b>
<b>Fund: 200 - WILDLAND FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,578.04</b>	<b>410,214.25</b>	<b>410,214.25</b>	<b>0.0</b>
<b>Fund: 250 - AMBULANCE FUND</b>						
<b>Revenue</b>						
<b>FinancialRpt: 3 - Operational</b>						
3400 - EMS	3,885,488.00	3,885,488.00	260,255.29	1,087,253.96	-2,798,234.04	72.0
<b>FinancialRpt: 3 - Operational Total:</b>	<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>260,255.29</b>	<b>1,087,253.96</b>	<b>-2,798,234.04</b>	<b>72.0</b>
<b>Revenue Total:</b>	<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>260,255.29</b>	<b>1,087,253.96</b>	<b>-2,798,234.04</b>	<b>72.0</b>
<b>Expense</b>						
<b>FinancialRpt: 3 - Operational</b>						
3400 - EMS	3,758,316.00	3,758,316.00	22,615.28	580,585.70	3,177,730.30	84.9
<b>FinancialRpt: 3 - Operational Total:</b>	<b>3,758,316.00</b>	<b>3,758,316.00</b>	<b>22,615.28</b>	<b>580,585.70</b>	<b>3,177,730.30</b>	<b>84.9</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	127,172.00	127,172.00	0.00	0.00	127,172.00	100.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>127,172.00</b>	<b>127,172.00</b>	<b>0.00</b>	<b>0.00</b>	<b>127,172.00</b>	<b>100.0</b>
<b>Expense Total:</b>	<b>3,885,488.00</b>	<b>3,885,488.00</b>	<b>22,615.28</b>	<b>580,585.70</b>	<b>3,304,902.30</b>	<b>85.0</b>
<b>Fund: 250 - AMBULANCE FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>237,640.01</b>	<b>506,668.26</b>	<b>506,668.26</b>	<b>0.0</b>
<b>Fund: 400 - CAPITAL PROJECTS</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,987,050.00	3,987,050.00	1,786.98	3,083,693.92	-903,356.08	22.6
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>1,786.98</b>	<b>3,083,693.92</b>	<b>-903,356.08</b>	<b>22.6</b>
<b>Revenue Total:</b>	<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>1,786.98</b>	<b>3,083,693.92</b>	<b>-903,356.08</b>	<b>22.6</b>
<b>Expense</b>						
<b>FinancialRpt: 3 - Operational</b>						
3400 - EMS	0.00	0.00	0.00	71,082.53	-71,082.53	0.0
<b>FinancialRpt: 3 - Operational Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,082.53</b>	<b>-71,082.53</b>	<b>0.0</b>
<b>FinancialRpt: 4 - Support Services</b>						
4100 - INFORMATION TECHNOLOGY	115,000.00	415,000.00	0.00	469,972.33	-54,972.33	-13.2
4200 - FLEET SERVICES	1,220,000.00	1,220,000.00	2,563.79	717,250.60	502,749.40	41.2
4230 - FACILITY MAINTENANCE	300,000.00	300,000.00	0.00	25,316.88	274,683.12	91.9
4260 - WAREHOUSE	2,352,050.00	2,052,050.00	18,568.45	324,834.66	1,727,215.34	84.9

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<b>FinancialRpt: 4 - Support Services Total:</b>	<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>21,132.24</b>	<b>1,537,374.47</b>	<b>2,449,675.53</b>	<b>61.4</b>
<b>Expense Total:</b>	<b>3,987,050.00</b>	<b>3,987,050.00</b>	<b>21,132.24</b>	<b>1,608,457.00</b>	<b>2,378,593.00</b>	<b>59.6</b>
<b>Fund: 400 - CAPITAL PROJECTS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-19,345.26</b>	<b>1,475,236.92</b>	<b>1,475,236.92</b>	<b>0.0</b>
<b>Fund: 450 - CAPITAL RESERVE</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	2,093,618.00	2,093,618.00	0.00	2,093,618.00	0.00	0.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>0.0</b>
<b>Revenue Total:</b>	<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>0.0</b>
<b>Expense</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	2,093,618.00	2,093,618.00	0.00	886,125.00	1,207,493.00	57.6
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>886,125.00</b>	<b>1,207,493.00</b>	<b>57.6</b>
<b>Expense Total:</b>	<b>2,093,618.00</b>	<b>2,093,618.00</b>	<b>0.00</b>	<b>886,125.00</b>	<b>1,207,493.00</b>	<b>57.6</b>
<b>Fund: 450 - CAPITAL RESERVE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.0</b>
<b>Fund: 480 - GRANT PROGRAM</b>						
<b>Revenue</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
2200 - SPECIAL PROJECTS	0.00	0.00	35,341.52	741,651.01	741,651.01	0.0
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>35,341.52</b>	<b>741,651.01</b>	<b>741,651.01</b>	<b>0.0</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	2,500,000.00	2,500,000.00	0.00	1,199,313.32	-1,300,686.68	52.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>0.00</b>	<b>1,199,313.32</b>	<b>-1,300,686.68</b>	<b>52.0</b>
<b>Revenue Total:</b>	<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>35,341.52</b>	<b>1,940,964.33</b>	<b>-559,035.67</b>	<b>22.0</b>
<b>Expense</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
2200 - SPECIAL PROJECTS	0.00	136,189.25	34,256.16	738,607.88	-602,418.63	-442.3
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>0.00</b>	<b>136,189.25</b>	<b>34,256.16</b>	<b>738,607.88</b>	<b>-602,418.63</b>	<b>-442.3</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	2,500,000.00	2,363,810.75	0.00	0.00	2,363,810.75	100.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>2,500,000.00</b>	<b>2,363,810.75</b>	<b>0.00</b>	<b>0.00</b>	<b>2,363,810.75</b>	<b>100.0</b>
<b>Expense Total:</b>	<b>2,500,000.00</b>	<b>2,500,000.00</b>	<b>34,256.16</b>	<b>738,607.88</b>	<b>1,761,392.12</b>	<b>70.4</b>
<b>Fund: 480 - GRANT PROGRAM Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>1,085.36</b>	<b>1,202,356.45</b>	<b>1,202,356.45</b>	<b>0.0</b>
<b>Fund: 500 - GO DEBT SERVICE</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,173,271.00	3,173,271.00	454,217.34	4,064,440.85	891,169.85	28.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>454,217.34</b>	<b>4,064,440.85</b>	<b>891,169.85</b>	<b>28.0</b>
<b>Revenue Total:</b>	<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>454,217.34</b>	<b>4,064,440.85</b>	<b>891,169.85</b>	<b>28.0</b>
<b>Expense</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,173,271.00	3,173,271.00	0.00	1,401,446.85	1,771,824.15	55.8
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>0.00</b>	<b>1,401,446.85</b>	<b>1,771,824.15</b>	<b>55.8</b>
<b>Expense Total:</b>	<b>3,173,271.00</b>	<b>3,173,271.00</b>	<b>0.00</b>	<b>1,401,446.85</b>	<b>1,771,824.15</b>	<b>55.8</b>
<b>Fund: 500 - GO DEBT SERVICE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>454,217.34</b>	<b>2,662,994.00</b>	<b>2,662,994.00</b>	<b>0.0</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,722,424.07</b>	<b>18,809,784.06</b>	<b>18,809,784.06</b>	<b>0.0</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2015-2016 Period Ending: 05/31/2016

## Fund Summa

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	2,022,929.23	8,940,336.22	8,940,336.22
110 - MEDICAL SELF INSURANCE	0.00	0.00	23,319.35	2,404,484.96	2,404,484.96
200 - WILDLAND FUND	0.00	0.00	2,578.04	410,214.25	410,214.25
250 - AMBULANCE FUND	0.00	0.00	237,640.01	506,668.26	506,668.26
400 - CAPITAL PROJECTS	0.00	0.00	-19,345.26	1,475,236.92	1,475,236.92
450 - CAPITAL RESERVE	0.00	0.00	0.00	1,207,493.00	1,207,493.00
480 - GRANT PROGRAM	0.00	0.00	1,085.36	1,202,356.45	1,202,356.45
500 - GO DEBT SERVICE	0.00	0.00	454,217.34	2,662,994.00	2,662,994.00
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>2,722,424.07</b>	<b>18,809,784.06</b>	<b>18,809,784.06</b>

Attachment: May 2016 Monthly Budget Report (FR-2016-7 : Financial Reports)



# Monthly Board Report-Pooled Cash Report

NORTHWEST FIRE DISTRICT AZ

For the Period Ending 5/31/2016

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>CLAIM ON CASH</u></b>					
100-11015-000	Claim on Pooled Cash	6,763,730.18	1,864,730.48	8,628,460.66	
110-11015-000	Claim on Pooled Cash	2,371,030.11	23,406.35	2,394,436.46	
200-11015-000	Claim on Pooled Cash	417,059.85	(737.91)	416,321.94	
250-11015-000	Claim on Pooled Cash	272,576.75	234,397.83	506,974.58	
400-11015-000	Claim on Pooled Cash	1,789,155.58	(183,942.09)	1,605,213.49	
410-11015-000	Claim on Pooled Cash	0.00	0.00	0.00	
450-11015-000	Claim on Pooled Cash	1,207,493.00	0.00	1,207,493.00	
480-11015-000	Claim on Pooled Cash	1,079,760.37	124,059.04	1,203,819.41	
500-11015-000	Claim on Pooled Cash	2,169,880.84	454,217.34	2,624,098.18	
<b>TOTAL CLAIM ON CASH</b>		<u>16,070,686.68</u>	<u>2,516,131.04</u>	<u>18,586,817.72</u>	
<b><u>CASH IN BANK</u></b>					
<b>Cash in Bank</b>					
999-11000-000	Wells Fargo - Operating Account	1,370,070.69	(143,077.58)	1,226,993.11	
999-11020-000	Cash On Deposit With County	11,283,189.16	1,936,026.21	13,219,215.37	
999-11030-000	Bond Levy	2,171,755.38	454,217.34	2,625,972.72	
999-11040-000	Bond Proceeds	0.00	0.00	0.00	
999-11041-000	Tax Exempt 2010 Bond Proceeds	0.00	0.00	0.00	
999-11042-000	BABS 2010 Bond Proceeds	0.00	0.00	0.00	
999-11050-000	JP Morgan Chase	0.00	0.00	0.00	
999-11060-000	Wells Fargo Bank-Ins Self Fund	19,816.77	(2,247.88)	17,568.89	
999-11070-000	Valley Schools Empl Ben Trust	0.00	0.00	0.00	
999-11080-000	Wells Fargo-Savings Account	401,497.79	51.15	401,548.94	
999-11090-000	Wells Fargo-Ambulance Account	824,356.89	261,430.04	1,085,786.93	
999-11135-000	Reserve-Unrealized Gains/Losse	0.00	0.00	0.00	
<b>TOTAL: Cash in Bank</b>		<u>16,070,686.68</u>	<u>2,506,399.28</u>	<u>18,577,085.96</u>	
<b>Wages Payable</b>					
999-21110-000	Accrued Salaries & Wages	0.00	0.00	0.00	
<b>TOTAL: Wages Payable</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>TOTAL CASH IN BANK</b>		<u>16,070,686.68</u>	<u>2,506,399.28</u>	<u>18,577,085.96</u>	
<b><u>DUE TO OTHER FUNDS</u></b>					
999-28000-000	Due to Other Funds	16,070,686.68	2,516,131.04	18,586,817.72	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>16,070,686.68</u>	<u>2,516,131.04</u>	<u>18,586,817.72</u>	
<b>Claim on Cash</b>	18,586,817.72	<b>Claim on Cash</b>	18,586,817.72	<b>Cash in Bank</b>	18,577,085.96
<b>Cash in Bank</b>	<u>18,577,085.96</u>	<b>Due To Other Funds</b>	<u>18,586,817.72</u>	<b>Due To Other Funds</b>	<u>18,586,817.72</u>
<b>Difference</b>	<u>9,731.76</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>(9,731.76)</u>

Attachment: May 2016 Monthly Board Report-Pooled Cash Report (FR-2016-7 : Financial Reports)

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>ACCOUNTS PAYABLE PENDING</u></b>					
100-21000-000	Accounts Payable	220,949.72	(98,303.67)	122,646.05	
110-21000-000	Accounts Payable	(10,135.50)	87.00	(10,048.50)	
200-21000-000	Accounts Payable	22,987.57	(5,227.98)	17,759.59	
250-21000-000	Accounts Payable	3,548.50	(3,242.18)	306.32	
400-21000-000	Accounts Payable	294,573.40	(164,596.83)	129,976.57	
410-21000-000	Accounts Payable	0.00	0.00	0.00	
410-21000-058	Accounts Payable	0.00	0.00	0.00	
480-21000-000	Accounts Payable	7,503.12	(6,652.82)	850.30	
500-21000-000	Accounts Payable	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		539,426.81	(277,936.48)	261,490.33	
<b><u>DUE FROM OTHER FUNDS</u></b>					
999-18000-000	Due from Other Funds	539,426.81	(277,936.48)	261,490.33	
<b>TOTAL DUE FROM OTHER FUNDS</b>		539,426.81	(277,936.48)	261,490.33	
<b><u>ACCOUNTS PAYABLE</u></b>					
999-21000-000	Accounts Payable	539,426.81	(287,668.24)	251,758.57	
<b>TOTAL ACCOUNTS PAYABLE</b>		539,426.81	(287,668.24)	251,758.57	
<b>AP Pending</b>	261,490.33	<b>AP Pending</b>	261,490.33	<b>Due From Other Funds</b>	261,490.33
<b>Due From Other Funds</b>	261,490.33	<b>Accounts Payable</b>	251,758.57	<b>Accounts Payable</b>	251,758.57
<b>Difference</b>	0.00	<b>Difference</b>	9,731.76	<b>Difference</b>	9,731.76

NORTHWEST FIRE DISTRICT  
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

REAL ESTATE & PERSONAL PROPERTY TAXES-C/Y														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2015-16	\$ 25,924,140	\$ -	\$ -	\$ 1,821,250	\$ 5,854,183	\$ 5,186,122	\$ 947,243	\$ 326,467	\$ 835,946	\$ 1,259,873	\$ 4,915,294	\$ 3,873,982	\$ -	\$ 25,020,361
Monthly % of Levy		0.000%	0.000%	7.025%	22.582%	20.005%	3.654%	1.259%	3.225%	4.860%	18.960%	14.944%	0.000%	
YTD % of Levy		0.000%	0.000%	7.025%	29.607%	49.612%	53.266%	54.525%	57.760%	62.610%	81.570%	96.514%	96.514%	96.514%
2014-15	\$ 25,400,000	\$ -	\$ 2,946	\$ 1,852,017	\$ 6,007,635	\$ 4,591,230	\$ 1,044,720	\$ 271,863	\$ 697,495	\$ 1,218,998	\$ 4,421,556	\$ 4,271,702	\$ 113,283	\$ 24,493,444
Monthly % of Levy		0.000%	0.012%	7.291%	23.652%	18.076%	4.113%	1.070%	2.746%	4.799%	17.408%	16.818%	0.446%	
YTD % of Levy		0.000%	0.012%	7.303%	30.955%	49.031%	53.144%	54.214%	56.960%	61.759%	79.167%	95.985%	96.431%	96.431%
2013-14	\$ 25,400,000	\$ -	\$ 2,660	\$ 1,937,990	\$ 6,649,298	\$ 4,092,914	\$ 863,852	\$ 326,319	\$ 775,037	\$ 1,541,095	\$ 4,918,535	\$ 3,419,578	\$ 122,771	\$ 24,650,049
Monthly % of Levy		0.000%	0.010%	7.630%	26.178%	16.114%	3.401%	1.285%	3.051%	6.067%	19.364%	13.463%	0.483%	
YTD % of Levy		0.000%	0.010%	7.640%	33.819%	49.933%	53.334%	54.618%	57.670%	63.737%	83.101%	96.564%	97.047%	97.047%
2012-13	\$ 25,399,140	\$ -	\$ -	\$ 1,335,058	\$ 5,560,008	\$ 5,664,794	\$ 929,773	\$ 328,893	\$ 827,770	\$ 1,068,033	\$ 5,392,724	\$ 3,351,122	\$ 137,206	\$ 24,595,383
Monthly % of Levy		0.000%	0.000%	5.256%	21.891%	22.303%	3.661%	1.295%	3.259%	4.205%	21.232%	13.194%	0.540%	
YTD % of Levy		0.000%	0.000%	5.256%	27.147%	49.450%	53.111%	54.405%	57.665%	61.870%	83.101%	96.295%	96.835%	96.835%
2011-12	\$ 25,399,140	\$ -	\$ -	\$ 1,650,151	\$ 3,567,889	\$ 6,875,068	\$ 925,571	\$ 495,719	\$ 954,994	\$ 969,874	\$ 4,936,042	\$ 3,764,673	\$ 52,299	\$ 24,192,281
Monthly % of Levy		0.000%	0.000%	6.497%	14.047%	27.068%	3.644%	1.952%	3.760%	3.819%	19.434%	14.822%	0.206%	
YTD % of Levy		0.000%	0.000%	6.497%	20.544%	47.612%	51.256%	53.208%	56.968%	60.787%	80.220%	95.043%	95.248%	95.248%
2010-11	\$ 25,424,490	\$ -	\$ -	\$ 1,626,622	\$ 5,976,384	\$ 4,506,539	\$ 884,570	\$ 410,213	\$ 880,080	\$ 1,077,259	\$ 2,750,102	\$ 5,963,732	\$ 126,086	\$ 24,201,587
Monthly % of Levy		0.000%	0.000%	6.398%	23.506%	17.725%	3.479%	1.613%	3.462%	4.237%	10.817%	23.457%	0.496%	
YTD % of Levy		0.000%	0.000%	6.398%	29.904%	47.629%	51.109%	52.722%	56.184%	60.421%	71.237%	94.694%	95.190%	95.190%
2009-10	\$ 25,424,188	\$ -	\$ -	\$ 802,742	\$ 7,857,449	\$ 3,353,759	\$ 826,777	\$ 411,854	\$ 697,545	\$ 1,172,878	\$ 3,829,984	\$ 4,761,419	\$ 186,230	\$ 23,900,637
Monthly % of Levy		0.000%	0.000%	3.157%	30.905%	13.191%	3.252%	1.620%	2.744%	4.613%	15.064%	18.728%	0.732%	
YTD % of Levy		0.000%	0.000%	3.157%	34.063%	47.254%	50.506%	52.126%	54.869%	59.483%	74.547%	93.275%	94.007%	94.007%
2008-09	\$ 25,423,847	\$ 100,572	\$ 210,969	\$ 1,270,465	\$ 5,354,603	\$ 5,318,734	\$ 718,692	\$ 291,862	\$ 723,604	\$ 1,046,299	\$ 4,092,127	\$ 4,591,292	\$ 51,124	\$ 23,770,344
Monthly % of Levy		0.396%	0.830%	4.997%	21.061%	20.920%	2.827%	1.148%	2.846%	4.115%	16.096%	18.059%	0.201%	
YTD % of Levy		0.396%	1.225%	6.223%	27.284%	48.204%	51.031%	52.179%	55.025%	59.141%	75.236%	93.295%	93.496%	93.496%
2007-08	\$ 23,021,889	\$ 7,708	\$ 27,523	\$ 1,284,908	\$ 4,900,617	\$ 5,135,249	\$ 702,350	\$ 322,925	\$ 764,651	\$ 872,057	\$ 2,536,046	\$ 5,491,405	\$ 31,785	\$ 22,077,225
Monthly % of Levy		0.033%	0.120%	5.581%	21.287%	22.306%	3.051%	1.403%	3.321%	3.788%	11.016%	23.853%	0.138%	
YTD % of Levy		0.033%	0.163%	5.734%	27.021%	49.327%	52.378%	53.780%	57.102%	60.890%	71.906%	95.759%	95.897%	95.897%
2006-07	\$ 19,409,941	\$ 16,254	\$ 11,170	\$ 1,300,967	\$ 4,014,200	\$ 4,073,080	\$ 716,330	\$ 357,898	\$ 864,159	\$ 806,595	\$ 3,745,238	\$ 2,841,428	\$ 26,212	\$ 18,773,531
Monthly % of Levy		0.084%	0.058%	6.703%	20.681%	20.985%	3.691%	1.844%	4.452%	4.156%	19.295%	14.639%	0.135%	
YTD % of Levy		0.084%	0.141%	6.844%	27.525%	48.510%	52.200%	54.044%	58.496%	62.652%	81.947%	96.586%	96.721%	96.721%
2005-06	\$ 16,217,014	\$ 11,259	\$ 4,410	\$ 940,130	\$ 4,221,322	\$ 2,923,149	\$ 452,513	\$ 296,989	\$ 512,421	\$ 791,101	\$ 4,721,819	\$ 905,142	\$ 34,322	\$ 15,814,577
Monthly % of Levy		0.069%	0.027%	5.797%	26.030%	18.025%	2.790%	1.831%	3.160%	4.878%	29.116%	5.581%	0.212%	
YTD % of Levy		0.069%	0.097%	5.894%	31.924%	49.949%	52.740%	54.571%	57.731%	62.609%	91.725%	97.307%	97.518%	97.518%
2004-05	\$ 15,021,641	\$ 1,655	\$ 7,758	\$ 1,013,022	\$ 6,098,452	\$ 401,280	\$ 414,200	\$ 176,807	\$ 488,248	\$ 648,644	\$ 3,428,820	\$ 1,850,117	\$ 24,926	\$ 14,553,929
Monthly % of Levy		0.011%	0.052%	6.744%	40.598%	2.671%	2.757%	1.177%	3.250%	4.318%	22.826%	12.316%	0.166%	
YTD % of Levy		0.011%	0.063%	6.806%	47.404%	50.076%	52.833%	54.010%	57.260%	61.578%	84.404%	96.720%	96.886%	96.886%

NORTHWEST FIRE DISTRICT  
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

FDAT														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2015-16	\$ 390,000	\$ -	\$ -	\$ 30,825	\$ 83,552	\$ 81,280	\$ 17,994	\$ 5,170	\$ 13,336	\$ 18,102	\$ 71,557	\$ 56,887	\$ -	\$ 378,703
Monthly % of Levy		0.000%	0.000%	7.904%	21.424%	20.841%	4.614%	1.326%	3.419%	4.641%	18.348%	14.586%	0.000%	
YTD % of Levy		0.000%	0.000%	7.904%	29.328%	50.169%	54.783%	56.108%	59.528%	64.169%	82.517%	97.103%	97.103%	97.103%
2014-15	\$ 400,000	\$ -	\$ 34	\$ 32,679	\$ 94,175	\$ 69,188	\$ 18,228	\$ 5,027	\$ 11,276	\$ 19,144	\$ 62,189	\$ 70,381	\$ 2,373	\$ 384,693
Monthly % of Levy		0.000%	0.008%	8.170%	23.544%	17.297%	4.557%	1.257%	2.819%	4.786%	15.547%	17.595%	0.593%	
YTD % of Levy		0.000%	0.008%	8.178%	31.722%	49.019%	53.576%	54.833%	57.652%	62.438%	77.985%	95.580%	96.173%	96.173%
2013-14	\$ 400,000	\$ -	\$ 64	\$ 31,187	\$ 101,871	\$ 61,261	\$ 16,762	\$ 5,707	\$ 11,756	\$ 22,314	\$ 73,150	\$ 53,417	\$ 2,494	\$ 379,983
Monthly % of Levy		0.000%	0.016%	7.797%	25.468%	15.315%	4.190%	1.427%	2.939%	5.578%	18.288%	13.354%	0.623%	
YTD % of Levy		0.000%	0.016%	7.813%	33.280%	48.596%	52.786%	54.213%	57.152%	62.730%	81.018%	94.372%	94.996%	94.996%
2012-13	\$ 400,000	\$ -	\$ -	\$ 22,763	\$ 92,080	\$ 81,558	\$ 16,371	\$ 6,783	\$ 12,458	\$ 16,679	\$ 85,627	\$ 47,326	\$ 3,115	\$ 384,762
Monthly % of Levy		0.000%	0.000%	5.691%	23.020%	20.389%	4.093%	1.696%	3.115%	4.170%	21.407%	11.832%	0.779%	
YTD % of Levy		0.000%	0.000%	5.691%	28.711%	49.100%	53.193%	54.889%	58.003%	62.173%	83.580%	95.412%	96.191%	96.191%
2011-12	\$ 511,971	\$ -	\$ -	\$ 35,208	\$ 76,460	\$ 130,640	\$ 20,887	\$ 9,735	\$ 18,952	\$ 20,561	\$ 95,982	\$ 73,165	\$ 1,594	\$ 483,183
Monthly % of Levy		0.000%	0.000%	6.877%	14.934%	25.517%	4.080%	1.902%	3.702%	4.016%	18.747%	14.291%	0.311%	
YTD % of Levy		0.000%	0.000%	6.877%	21.811%	47.328%	51.408%	53.310%	57.011%	61.027%	79.775%	94.066%	94.377%	94.377%
2010-11	\$ 521,987	\$ -	\$ -	\$ 36,950	\$ 117,904	\$ 94,113	\$ 20,577	\$ 8,333	\$ 16,058	\$ 23,414	\$ 57,521	\$ 115,824	\$ 2,188	\$ 492,882
Monthly % of Levy		0.000%	0.000%	7.079%	22.589%	18.030%	3.942%	1.596%	3.076%	4.486%	11.020%	22.189%	0.419%	
YTD % of Levy		0.000%	0.000%	7.079%	29.666%	47.696%	51.638%	53.234%	56.311%	60.796%	71.816%	94.005%	94.424%	94.424%
2009-10	\$ 521,987	\$ -	\$ -	\$ 18,016	\$ 162,453	\$ 68,463	\$ 19,835	\$ 8,406	\$ 14,016	\$ 23,732	\$ 83,662	\$ 93,418	\$ 5,538	\$ 497,538
Monthly % of Levy		0.000%	0.000%	3.451%	31.122%	13.116%	3.800%	1.610%	2.685%	4.546%	16.028%	17.897%	1.061%	
YTD % of Levy		0.000%	0.000%	3.451%	34.573%	47.689%	51.489%	53.099%	55.785%	60.331%	76.358%	94.255%	95.316%	95.316%
2008-09	\$ 521,987	\$ 3,092	\$ 5,258	\$ 28,852	\$ 114,652	\$ 103,767	\$ 19,665	\$ 8,657	\$ 19,651	\$ 23,579	\$ 85,124	\$ 89,470	\$ 5,084	\$ 506,850
Monthly % of Levy		0.592%	1.007%	5.527%	21.965%	19.879%	3.767%	1.658%	3.765%	4.517%	16.308%	17.140%	0.974%	
YTD % of Levy		0.592%	1.600%	7.127%	29.091%	48.971%	52.738%	54.396%	58.161%	62.678%	78.986%	96.126%	97.100%	97.100%
2007-08	\$ 521,987	\$ 2,728	\$ 6,019	\$ 34,817	\$ 121,672	\$ 102,108	\$ 18,243	\$ 8,972	\$ 21,373	\$ 21,505	\$ 62,429	\$ 114,828	\$ 3,987	\$ 518,680
Monthly % of Levy		0.523%	1.153%	6.670%	23.309%	19.561%	3.495%	1.719%	4.095%	4.120%	11.960%	21.998%	0.764%	
YTD % of Levy		0.523%	1.676%	8.346%	31.655%	51.216%	54.711%	56.430%	60.525%	64.645%	76.604%	98.603%	99.366%	99.366%
2006-07	\$ 521,987	\$ 2,316	\$ 6,404	\$ 38,530	\$ 108,899	\$ 100,100	\$ 26,992	\$ 12,404	\$ 22,767	\$ 23,748	\$ 100,475	\$ 73,818	\$ 3,176	\$ 519,629
Monthly % of Levy		0.444%	1.227%	7.381%	20.862%	19.177%	5.171%	2.376%	4.362%	4.550%	19.249%	14.142%	0.608%	
YTD % of Levy		0.444%	1.671%	9.052%	29.914%	49.091%	54.262%	56.638%	61.000%	65.550%	84.798%	98.940%	99.548%	99.548%
2005-06	\$ 521,987	\$ 2,411	\$ 5,583	\$ 37,172	\$ 43,418	\$ 88,197	\$ 17,561	\$ 13,679	\$ 17,743	\$ 27,017	\$ 137,502	\$ 37,410	\$ 4,603	\$ 432,296
Monthly % of Levy		0.462%	1.070%	7.121%	8.318%	16.896%	3.364%	2.621%	3.399%	5.176%	26.342%	7.167%	0.882%	
YTD % of Levy		0.462%	1.531%	8.653%	16.970%	33.867%	37.231%	39.852%	43.251%	48.427%	74.769%	81.936%	82.817%	82.817%
2004-05	\$ 521,987	\$ 2,832	\$ 6,628	\$ 41,722	\$ 36,679	\$ 183,143	\$ 15,962	\$ 8,144	\$ 18,378	\$ 25,595	\$ 108,334	\$ 68,137	\$ 5,417	\$ 520,972
Monthly % of Levy		0.543%	1.270%	7.993%	7.027%	35.086%	3.058%	1.560%	3.521%	4.903%	20.754%	13.053%	1.038%	
YTD % of Levy		0.543%	1.812%	9.805%	16.832%	51.918%	54.976%	56.536%	60.057%	64.960%	85.714%	98.768%	99.806%	99.806%

NORTHWEST FIRE DISTRICT  
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

BOND LEVY - REAL ESTATE & PERSONAL PROPERTY TAXES-C/Y														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2015-16	\$ 3,105,123	\$ -	\$ -	\$ 213,080	\$ 684,922	\$ 606,761	\$ 110,826	\$ 38,196	\$ 97,804	\$ 147,402	\$ 575,078	\$ 453,247	\$ -	\$ 2,927,317
Monthly % of Levy		0.000%	0.000%	6.862%	22.058%	19.541%	3.569%	1.230%	3.150%	4.747%	18.520%	14.597%	0.000%	
YTD % of Levy		0.000%	0.000%	6.862%	28.920%	48.461%	52.030%	53.260%	56.410%	61.157%	79.677%	94.274%	94.274%	94.274%
2014-15	\$ 3,105,123	\$ -	\$ 360	\$ 226,435	\$ 734,521	\$ 561,340	\$ 127,732	\$ 33,282	\$ 85,278	\$ 149,039	\$ 540,594	\$ 522,274	\$ 13,851	\$ 2,994,706
Monthly % of Levy		0.000%	0.012%	7.292%	23.655%	18.078%	4.114%	1.072%	2.746%	4.800%	17.410%	16.820%	0.446%	
YTD % of Levy		0.000%	0.012%	7.304%	30.959%	49.037%	53.150%	54.222%	56.969%	61.768%	79.178%	95.998%	96.444%	96.444%
2013-14	\$ 3,100,380	\$ -	\$ 325	\$ 236,579	\$ 811,711	\$ 499,644	\$ 105,454	\$ 39,837	\$ 94,613	\$ 188,130	\$ 600,432	\$ 417,446	\$ 14,987	\$ 3,009,160
Monthly % of Levy		0.000%	0.010%	7.631%	26.181%	16.116%	3.401%	1.285%	3.052%	6.068%	19.366%	13.464%	0.483%	
YTD % of Levy		0.000%	0.010%	7.641%	33.822%	49.938%	53.339%	54.624%	57.676%	63.744%	83.110%	96.574%	97.058%	97.058%
2012-13	\$ 3,104,230	\$ -	\$ -	\$ 163,237	\$ 679,452	\$ 692,257	\$ 113,621	\$ 40,193	\$ 101,156	\$ 130,517	\$ 659,009	\$ 409,518	\$ 16,767	\$ 3,005,728
Monthly % of Levy		0.000%	0.000%	5.259%	21.888%	22.300%	3.660%	1.295%	3.259%	4.204%	21.229%	13.192%	0.540%	
YTD % of Levy		0.000%	0.000%	5.259%	27.146%	49.447%	53.107%	54.402%	57.661%	61.865%	83.094%	96.287%	96.827%	96.827%
2011-12	\$ 3,104,630	\$ -	\$ -	\$ 205,798	\$ 444,968	\$ 857,423	\$ 115,432	\$ 61,826	\$ 119,102	\$ 120,958	\$ 615,598	\$ 469,512	\$ 6,523	\$ 3,017,138
Monthly % of Levy		0.000%	0.000%	6.629%	14.332%	27.618%	3.718%	1.991%	3.836%	3.896%	19.828%	15.123%	0.210%	
YTD % of Levy		0.000%	0.000%	6.629%	20.961%	48.579%	52.297%	54.288%	58.124%	62.020%	81.849%	96.972%	97.182%	97.182%
2010-11	\$ 3,370,693	\$ -	\$ -	\$ 215,741	\$ 792,654	\$ 597,707	\$ 117,362	\$ 54,407	\$ 116,726	\$ 142,878	\$ 364,749	\$ 790,976	\$ 16,723	\$ 3,209,923
Monthly % of Levy		0.000%	0.000%	6.400%	23.516%	17.732%	3.482%	1.614%	3.463%	4.239%	10.821%	23.466%	0.496%	
YTD % of Levy		0.000%	0.000%	6.400%	29.917%	47.649%	51.131%	52.745%	56.208%	60.447%	71.268%	94.734%	95.230%	95.230%
2009-10	\$ 1,487,151	\$ -	\$ -	\$ 46,990	\$ 459,952	\$ 196,319	\$ 48,397	\$ 24,109	\$ 40,832	\$ 68,657	\$ 224,196	\$ 278,720	\$ 10,150	\$ 1,398,322
Monthly % of Levy		0.000%	0.000%	3.160%	30.928%	13.201%	3.254%	1.621%	2.746%	4.617%	15.076%	18.742%	0.683%	
YTD % of Levy		0.000%	0.000%	3.160%	34.088%	47.289%	50.544%	52.165%	54.910%	59.527%	74.603%	93.344%	94.027%	94.027%
2008-09	\$ 1,824,084	\$ 14,887	\$ 23,402	\$ 75,135	\$ 383,906	\$ 381,335	\$ 51,528	\$ 20,925	\$ 51,971	\$ 75,016	\$ 293,391	\$ 329,180	\$ 3,665	\$ 1,704,341
Monthly % of Levy		0.816%	1.283%	4.119%	21.047%	20.906%	2.825%	1.147%	2.849%	4.113%	16.084%	18.046%	0.201%	
YTD % of Levy		0.816%	2.099%	6.218%	27.265%	48.170%	50.995%	52.142%	54.991%	59.104%	75.188%	93.235%	93.435%	93.435%
2007-08	\$ 2,558,876	\$ 262	\$ 1,312	\$ 142,648	\$ 545,569	\$ 570,375	\$ 77,984	\$ 35,867	\$ 84,931	\$ 96,842	\$ 281,760	\$ 610,655	\$ 3,486	\$ 2,451,692
Monthly % of Levy		0.010%	0.051%	5.575%	21.321%	22.290%	3.048%	1.402%	3.319%	3.785%	11.011%	23.864%	0.136%	
YTD % of Levy		0.010%	0.062%	5.636%	26.957%	49.247%	52.294%	53.696%	57.015%	60.800%	71.811%	95.675%	95.811%	95.811%
2006-07	\$ 684,370	\$ 807	\$ 349	\$ 42,434	\$ 131,041	\$ 132,947	\$ 23,400	\$ 11,713	\$ 28,198	\$ 26,422	\$ 122,219	\$ 92,723	\$ 860	\$ 613,111
Monthly % of Levy		0.118%	0.051%	6.200%	19.148%	19.426%	3.419%	1.711%	4.120%	3.861%	17.859%	13.549%	0.126%	
YTD % of Levy		0.118%	0.169%	6.369%	25.517%	44.943%	48.362%	50.074%	54.194%	58.055%	75.913%	89.462%	89.588%	89.588%
2005-06	\$ 912,789	\$ -	\$ 48	\$ 52,929	\$ 232,329	\$ 164,543	\$ 25,278	\$ 17,135	\$ 28,790	\$ 44,500	\$ 265,787	\$ 50,951	\$ 1,897	\$ 884,187
Monthly % of Levy		0.000%	0.005%	5.799%	25.453%	18.026%	2.769%	1.877%	3.154%	4.875%	29.118%	5.582%	0.208%	
YTD % of Levy		0.000%	0.005%	5.804%	31.257%	49.283%	52.052%	53.929%	57.083%	61.959%	91.077%	96.659%	96.867%	96.867%



## NORTHWEST FIRE DISTRICT AZ

## Monthly Check Report

By Check Num

Date Range: 05/01/2016 - 05/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-AP - WELLS FARGO</b>						
3646	AFDA	05/06/2016	Regular	0.00	1,015.00	21867
0266	ASCPA	05/06/2016	Regular	0.00	195.00	21868
0552	SHI INTERNATIONAL CORP.	05/06/2016	Regular	0.00	29,279.36	21869
1316	MORALES, ANGEL	05/13/2016	Regular	0.00	258.87	21870
1325	HUMPHREYS HALF MOON INN AND SUITES	05/13/2016	Regular	0.00	1,207.01	21871
3877	LAND, KEVIN	05/13/2016	Regular	0.00	60.02	21872
0682	JONES, RAYMOND	05/13/2016	Regular	0.00	224.00	21873
0610	LISCUM, WILLIAM E.	05/13/2016	Regular	0.00	384.00	21874
2476	AGUILAR, PATRICIA	05/13/2016	Regular	0.00	149.00	21875
1321	ARIZONA FLOW TESTING	05/13/2016	Regular	0.00	500.00	21876
0101	ARIZONA GLOVE & SAFETY	05/13/2016	Regular	0.00	82.50	21877
3033	ARIZONA RESTAURANT SUPPLY INC	05/13/2016	Regular	0.00	175.69	21878
1083	ARROW INTERNATIONAL	05/13/2016	Regular	0.00	1,516.93	21879
4057	BENAVIDEZ LAW GROUP, P.C.	05/13/2016	Regular	0.00	4,356.00	21880
1117	BOSSE, ROLLMAN & FUNK PC	05/13/2016	Regular	0.00	1,584.00	21881
1308	CENTURYLINK	05/13/2016	Regular	0.00	1,473.53	21882
0800	CHANNING BETE COMPANY	05/13/2016	Regular	0.00	1,022.21	21883
1005	UNDERWOOD, CHRISTOPHER	05/13/2016	Regular	0.00	567.00	21884
1058	JACKSON, COLT	05/13/2016	Regular	0.00	169.88	21885
0278	COPSPUS, INC.	05/13/2016	Regular	0.00	126.30	21886
1070	COSTCO RETAIL SRVCS	05/13/2016	Regular	0.00	456.15	21887
1304	COX COMMUNICATIONS PHOENIX	05/13/2016	Regular	0.00	94.39	21888
1082	CREATIVE COMMUNICATIONS INC	05/13/2016	Regular	0.00	2,738.14	21889
4657	DISH NETWORK	05/13/2016	Regular	0.00	68.18	21890
1103	FEDERAL EXPRESS CORPORATION	05/13/2016	Regular	0.00	833.41	21891
0285	FERRELLGAS	05/13/2016	Regular	0.00	26.22	21892
4705	FINE LINES AUTOMOTIVE, LLC	05/13/2016	Regular	0.00	425.00	21893
1513	FLOWING WELLS IRRIGATION DIST	05/13/2016	Regular	0.00	170.82	21894
0360	FREIGHTLINER STERLING-WESTERN STAR OF AZ	05/13/2016	Regular	0.00	3,688.80	21895
1347	GALLS, LLC	05/13/2016	Regular	0.00	179.44	21896
3682	GLOBALSTAR LLC	05/13/2016	Regular	0.00	106.65	21897
1326	GRAINER	05/13/2016	Regular	0.00	4,859.71	21898
1136	HOLMES TUTTLE FORD	05/13/2016	Regular	0.00	132.98	21899
1450	HOME DEPOT CREDIT SERVICES	05/13/2016	Regular	0.00	599.02	21900
0541	HUGHES FIRE EQUIPMENT, INC.	05/13/2016	Regular	0.00	359.76	21901
2969	IAFC MEMBERSHIP	05/13/2016	Regular	0.00	279.00	21902
3541	INLAND KENWORTH INC	05/13/2016	Regular	0.00	305.51	21903
0829	INTEGRITY AUTOMOTIVE & DIESEL	05/13/2016	Regular	0.00	2,590.38	21904
0229	INTERNATIONAL CODE COUNCIL, INC.	05/13/2016	Regular	0.00	291.89	21905
0695	IQM2 AT CARAHSOFT TECHNOLOGY CORP.	05/13/2016	Regular	0.00	1,592.00	21906
0618	JACK FURRIER	05/13/2016	Regular	0.00	1,076.74	21907
1156	JIM CLICK AUTOMOTIVE GROUP	05/13/2016	Regular	0.00	48.60	21908
1109	CARTER, JOHN A.	05/13/2016	Regular	0.00	206.73	21909
0606	KUSSMAUL ELECTRONICS CO., INC.	05/13/2016	Regular	0.00	427.44	21910
1181	MERLES AUTOMOTIVE SUPPLY	05/13/2016	Regular	0.00	1,576.34	21911
3820	METZGER, DEBBIE	05/13/2016	Regular	0.00	119.36	21912
3770	PLUNKETT, MICHAEL	05/13/2016	Regular	0.00	221.59	21913
3956	MUNICIPAL EMERGENCY SVCS, INC.	05/13/2016	Regular	0.00	249.10	21914
4320	ORO VALLEY WATER UTILITY	05/13/2016	Regular	0.00	333.57	21915
3535	PIMA CO RECORDER	05/13/2016	Regular	0.00	490.00	21916
1242	RACY/ASSOCIATES INCORPORATED	05/13/2016	Regular	0.00	2,000.00	21917
0520	SBSI	05/13/2016	Regular	0.00	11.20	21918
1278	SOUTHWEST GAS CORP	05/13/2016	Regular	0.00	1,064.50	21919
0067	NOBLE, STEVEN	05/13/2016	Regular	0.00	458.80	21920

Attachment: May 2016 Monthly Check Report (FR-2016-7 : Financial Reports)

## Monthly Check Report

Date Range: 05/01/2016 - 05/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1885	TRICO ELECTRIC COOPERATIVE	05/13/2016	Regular	0.00	1,920.15	21921
1284	TUCSON ELECTRIC POWER	05/13/2016	Regular	0.00	2,624.39	21922
3456	UPS STORE, THE	05/13/2016	Regular	0.00	30.15	21923
3157	US BANK/VOYAGER FLEET SYSTEMS	05/13/2016	Regular	0.00	10,327.93	21924
1314	WASTE MGMT OF TUCSON INC	05/13/2016	Regular	0.00	795.87	21925
1315	WATSON CHEVROLET INC	05/13/2016	Regular	0.00	45.88	21926
3115	WELL AMERICA	05/13/2016	Regular	0.00	184.00	21927
4472	WSM ARCHITECTS, INC.	05/13/2016	Regular	0.00	2,819.20	21928
2456	FOSS, LEIGH	05/16/2016	Regular	0.00	88.50	21929
4076	HUGHES, WILLIAM	05/16/2016	Regular	0.00	121.75	21930
1430	AZ DEPT OF REVENUE-USE TAX	05/20/2016	Regular	0.00	628.94	21944
1253	AMERICAN TOWER CORPORATION	05/20/2016	Regular	0.00	2,935.76	21945
2374	AZ DEPT OF ECONOMIC SECURITY	05/20/2016	Regular	0.00	6,516.57	21946
0872	BILL'S HOME SERVICE CO.	05/20/2016	Regular	0.00	580.00	21947
1035	COPPERPOINT MUTUAL INSURANCE COMPANY	05/20/2016	Regular	0.00	149,842.38	21948
2334	CULLIGAN WATER	05/20/2016	Regular	0.00	42.30	21949
3920	DESERT BARRICADES, LLC	05/20/2016	Regular	0.00	601.33	21950
4657	DISH NETWORK	05/20/2016	Regular	0.00	46.78	21951
1131	DOCUSIGN, INC.	05/20/2016	Regular	0.00	3,372.04	21952
1329	ENTERPRISE FM TRUST	05/20/2016	Regular	0.00	3,859.39	21953
0439	FASTENAL	05/20/2016	Regular	0.00	831.65	21954
0128	G&K SERVICES	05/20/2016	Regular	0.00	201.86	21955
4012	GILBERT ELECTRIC CO., INC.	05/20/2016	Regular	0.00	101,667.30	21956
1777	GRASHAM, JAMES	05/20/2016	Regular	0.00	2,362.50	21957
1195	GRUBER TECHNICAL INC.	05/20/2016	Regular	0.00	841.80	21958
0792	HORTICULTURE UNLIMITED	05/20/2016	Regular	0.00	4,690.59	21959
1327	INTERMEDIX	05/20/2016	Regular	0.00	3,233.79	21960
0878	KARL STORZ ENDOSCOPY - AMERICA, INC.	05/20/2016	Regular	0.00	57,533.32	21961
4272	LEVEL 3 COMMUNICATIONS	05/20/2016	Regular	0.00	2,716.02	21962
3888	LOWE'S COMPANIES, INC.	05/20/2016	Regular	0.00	2,390.78	21963
0854	MALLORY SAFETY AND SUPPLY	05/20/2016	Regular	0.00	16,439.20	21964
1163	MATHESON TRI-GAS, INC.	05/20/2016	Regular	0.00	349.49	21965
1254	MEDICAL DYNAMICS, INC.	05/20/2016	Regular	0.00	718.00	21966
0867	MINER SOUTHWEST	05/20/2016	Regular	0.00	6,654.12	21967
3956	MUNICIPAL EMERGENCY SVCS, INC.	05/20/2016	Regular	0.00	243.34	21968
1226	PHYSIO-CONTROL, INC.	05/20/2016	Regular	0.00	459.62	21969
1166	PRECISION OUTDOOR POWER	05/20/2016	Regular	0.00	834.05	21970
3037	PRECISION TOOL & CONSTRUCTION	05/20/2016	Regular	0.00	1,396.96	21971
0054	PUBLIC SURPLUS	05/20/2016	Regular	0.00	46.03	21972
0255	RC JANITORIAL SERVICES, INC.	05/20/2016	Regular	0.00	1,579.10	21973
2889	RICOH USA, INC.	05/20/2016	Regular	0.00	1,889.16	21974
1201	RURAL METRO CORPORATION	05/20/2016	Regular	0.00	8,680.12	21975
3858	SELERIX, INC.	05/20/2016	Regular	0.00	1,810.00	21976
0863	SNAPSTREAM MEDIA, INC.	05/20/2016	Regular	0.00	1,500.00	21977
4257	STANDARD RESTAURANT EQUIP	05/20/2016	Regular	0.00	697.69	21978
1284	TUCSON ELECTRIC POWER	05/20/2016	Regular	0.00	11,992.57	21979
1300	UNITED FIRE EQUIPMENT CO	05/20/2016	Regular	0.00	4,395.85	21980
4347	UPS	05/20/2016	Regular	0.00	28.13	21981
3294	VERIZON WIRELESS	05/20/2016	Regular	0.00	7,077.02	21982
3115	WELL AMERICA	05/20/2016	Regular	0.00	114.73	21983
4361	XEROX CORPORATION	05/20/2016	Regular	0.00	528.01	21984
1791	ARIZONA DAILY STAR	05/27/2016	Regular	0.00	625.85	21990
1057	BENEFIT COMMERCE GROUP	05/27/2016	Regular	0.00	10,048.50	21991
2990	CANTY, KYLE	05/27/2016	Regular	0.00	88.50	21992
1067	CITY OF TUCSON	05/27/2016	Regular	0.00	82,281.33	21993
1299	CITY OF TUCSON WATER/SEWER	05/27/2016	Regular	0.00	2,930.97	21994
0588	COBB, TYSON	05/27/2016	Regular	0.00	169.88	21995
3307	ESRI, INC.	05/27/2016	Regular	0.00	1,295.00	21996
0860	GREATER ORO VALLEY CHAMBER OF COMMERCE	05/27/2016	Regular	0.00	199.50	21997
4543	HENRY SCHEIN INC	05/27/2016	Regular	0.00	6,393.31	21998
4076	HUGHES, WILLIAM	05/27/2016	Regular	0.00	15.00	21999

Attachment: May 2016 Monthly Check Report (FR-2016-7 : Financial Reports)

## Monthly Check Report

Date Range: 05/01/2016 - 05/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2840	L N CURTIS & SONS	05/27/2016	Regular	0.00	32,365.77	22000
0725	LOGICALIS, INC.	05/27/2016	Regular	0.00	2,517.50	22001
1804	LOZANO, ROBERT	05/27/2016	Regular	0.00	88.50	22002
0854	MALLORY SAFETY AND SUPPLY	05/27/2016	Regular	0.00	2,123.08	22003
0488	MARKEN PPE RESTORATION	05/27/2016	Regular	0.00	394.41	22004
3599	MCI	05/27/2016	Regular	0.00	70.29	22005
2490	OFFICE DEPOT	05/27/2016	Regular	0.00	1,605.84	22006
0575	O'REILLY AUTO PARTS	05/27/2016	Regular	0.00	1,194.71	22007
0868	PIONEER PLUMBING, INC.	05/27/2016	Regular	0.00	785.71	22008
3858	SELERIX, INC.	05/27/2016	Regular	0.00	615.00	22009
0815	SOLAR TRAFFIC CONTROLS	05/27/2016	Regular	0.00	409.89	22010
0711	TCI TIRE CENTERS	05/27/2016	Regular	0.00	135.84	22011
3999	TEE TIME USA, LLC	05/27/2016	Regular	0.00	7,212.46	22012
1324	TRIPLE L FEED & SUPPLY	05/27/2016	Regular	0.00	44.10	22013
1295	TRUCK & TRAILER PARTS	05/27/2016	Regular	0.00	165.35	22014
1933	TUCSON ALTERNATOR EXCHANGE	05/27/2016	Regular	0.00	154.48	22015
1284	TUCSON ELECTRIC POWER	05/27/2016	Regular	0.00	1,911.45	22016
1297	TULLER TROPHY FACTORY	05/27/2016	Regular	0.00	530.23	22017
4347	UPS	05/27/2016	Regular	0.00	31.35	22018
0379	VROOM ENGINEERING & MANUFACTURING, INC.	05/27/2016	Regular	0.00	525.20	22019
1314	WASTE MGMT OF TUCSON INC	05/27/2016	Regular	0.00	106.96	22020
4472	WSM ARCHITECTS, INC.	05/27/2016	Regular	0.00	1,123.75	22021
0061	WYCKOFF, COLLIN	05/27/2016	Regular	0.00	991.60	22022

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	375	138	0.00	662,865.14
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>375</b>	<b>138</b>	<b>0.00</b>	<b>662,865.14</b>

Attachment: May 2016 Monthly Check Report (FR-2016-7 : Financial Reports)

**Fund Summary**

Fund	Name	Period	Amount
999	POOLED CASH	5/2016	662,865.14
			<u>662,865.14</u>



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.A

### SCHEDULED

### MEMORANDUM NO. 2016-132

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**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Dugger Hughes, Battalion Chief  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Discussion and Possible Action Approving the Award Request for Proposals (RFP) No. 1603 Regarding Fire Rescue Uniform Items

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#### **RECOMMENDATION:**

Staff recommends approval of this item to award a vendor for Fire Rescue Uniform Items.

#### **MOTION:**

Move to award Request for Proposals 1603 Fire Rescue Uniform Items to Tee Time USA.

#### **DISCUSSION:**

Request for Proposals No. 1603 was issued to procure Fire Rescue Uniform Items.

Award determination was based on the recommendation of the Evaluation Committee. The proposals were evaluated and scored using the evaluation criteria contained in the RFP. Best and Final offers were requested and evaluated and vendor interviews were held. A letter of recommendation from the evaluation committee is attached. This is a multi-term contract beginning upon award with renewal options through June 30, 2021.

The Request for Proposals was sent to 18 vendors, 3 vendors submitted bids for award consideration and 3 no-bids were received. The solicitation was published for four consecutive days in a daily newspaper. The Request for Proposals was also advertised on the District website and published on a national database during the solicitation period.

The recommended vendor was determined to have submitted the bid most advantageous to the district.

#### **FISCAL IMPACT:**

The estimated expenditure for this RFP is \$136,000 per year (including tax) based on the pricing provided in the proposal.

#### **ALTERNATIVES:**

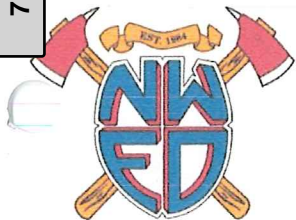
Continue to seek alternative vendors and re-solicit the service. Not recommended.

Memorandum 2016-132

Meeting of July 26, 2016

**ATTACHMENTS:**

- Tee Time USA (PDF)
- 1603 Tabulation (PDF)
- 1603 Analysis (PDF)
- 1603 Committee Recommendation (PDF)



# NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR PROPOSALS (RFP)

**RFP Number:** 1603 **Title:** Fire Rescue Uniform Items

**DUE IN:** THURSDAY, JUNE 23, 2016 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** MONDAY, JUNE 13, 2016 at 11:00 A.M. AZ TIME

Northwest Fire District  
Central Services Campus  
5125 W. Camino de Fuego  
Tucson, Arizona 85743

**SOLICITATION:** Northwest Fire District (NWFD) is soliciting proposals from Offerors qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**GENERAL DESCRIPTION:** To provide the Northwest Fire District with fire rescue uniform items per specifications called for herein.

Prospective Offerors may pick up a copy of the RFP packet, Monday through Friday, 8 am to 5 pm MST, at the address listed above.

A Pre-Proposal Conference will be held for the purpose of clarifying requirements and answering prospective offeror questions. It is the responsibility of prospective offeror to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional and encouraged.

Proposals must be submitted as defined in the I. Instructions to Offerors, in accordance with the Standard Terms and Conditions, and Special Terms and Conditions. Failure to do so may be cause for rejection as *non-responsive*.

Offerors must complete and return all documents required in the section titled "PROPOSAL SUBMITTAL".

Proposals may not be withdrawn for 60 days after opening.

Bonds are not required

OFFERORS ARE REQUIRED TO READ THE ENTIRE SOLICITATION INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THEY CAN AND ARE WILLING TO COMPLY, AND INCORPORATE ALL ASSOCIATED COSTS IN THEIR PROPOSALS.

\_\_\_\_\_  
David Gephart  
Finance Director

**THIS PROPOSAL IS OFFERED BY:**

**Firm/Person** Sharnay Gillespie

**Address** 3755 N. Runway Drive, Suite D

**City** Tucson **State** AZ **Zip** 85705

**Phone Number** 520-292-1688

**Signature**

**Title**

Sharnay Gillespie  
General Manager

**Publish:** The Arizona Daily Star: 05/31/16, 06/01/16, 06/02/16, and 06/03/16

## Executive Summary

Tee Time has been providing screen-printed and embroidered uniforms to Northwest Fire Department for more than 10 years.

As a woman-owned small business, Northwest Fire Department has become an extremely important customer and part of our business model.

During the past 10 years, we have grown and changed procedures where necessary to service the ever-changing and growing demands of the department. We feel that we have met or exceeded expectations on every level.

It is our goal to continue servicing Northwest Fire Department with the utmost professionalism and customer care.

To that end, we are fully prepared to finally finalize and "go live" with the online store that we created some time ago, but have not yet been implemented. This implementation seemed to have stalled some years ago with the change of personnel and focus of the department.

In order to achieve this goal of an on-line store, we would need information from you, including personnel names, departments, and any other specifics. We feel we could make these changes and have a fully functional store within two months of the bid announcement. To do our *portion of the store only (screen printing and embroidered items)* there would be no additional cost to the department.

However, if the department would like us to build a store containing all of the items on the bid (even those that we do not win), this would take an additional two-three months, depending upon the cooperation of the other contract winners) and a monthly maintenance fee of \$100-\$500, depending upon the complexity and number of items included.

It is our proposal that we could create a store with all of the items contained within the bid, and then when an order is placed, we could fax or email to the appropriate vendor so that they would get their portion of the order and begin fulfillment. In addition Jackie Janton, or another representative of Northwest Fire Department would have full access to the back office system of the store, so that there would be total transparency and she could see exactly who ordered what, what inventory levels are, etc.

Tee Time, of course, is used to fulfillment, and our orders would be handled the same way they are now. When fulfillment orders come in, existing stock is pulled so that we can fulfill orders

NWFD BID 1603

Tee Time USA

June 2016

within 7 days. These orders are bagged by individual with labels and copies of the order. This would require NWFD to purchase and maintain stock levels of screen printed items and certain embroidered items at par levels agreed upon by both Tee Time and Northwest Fire Department. This has been working quite well for 10 years, and we feel that the system runs very smoothly, with very few errors, considering the number of orders that are produced weekly.

## TEE TIME HISTORY

Address: 3755 N. Runway Drive, Suite D, Tucson, AZ 85705

Number of Year in Business: 26

Tee Time was started in 1991 by Steve Rockwell. A youth pastor, who decided that he could print shirts for his youth ministry cheaper than the local screen print companies he was buying from. So with that dream, and \$500 to buy a press, Tee Time was born. In 1997, Jim Rockwell, Steve's father joined the business as a sales person. In 2000, Steve relocated to Grand Junction Colorado, and Jim ran the business here in Tucson, while Steve gathered customers in Colorado and New Mexico. The business steadily grew and through word of mouth, and became one of the premier screen printing facilities in Tucson, housing two automatic screen presses, a large gas dryer, two manual presses, a smaller electric dryer, and sublimation equipment.

In 2011, due to declining health, Jim sold the business to a family out of Austin, Texas. That family, the Winstanley's, was no strangers to screen printing, embroidery or customer service. In fact they own several businesses in and around Texas, including another screen printing facility and two additional embroidery locations. With the Winstanley's came an influx of capital and technology to further increase Tee Time's customer reach and ability to take care of existing customers.

Although the Winstanley's live in Texas, all the staff members of Tee Time live here in Tucson, so when money is spent at Tee Time, you know that the money stays here in Tucson in the form of wages being used to pay for groceries, clothes, mortgages, etc. In fact, three of our key personnel have been with the company since Jim Rockwell owned the business.

Tee Time has technology that allows us to go from quote to order to printing and finished product, all via computer system; so at all times we know where an order is in process. We also offer customers the ability to approve their art online. The other thing that sets Tee Time apart is that when blank product is received, we check it for stains, holes, etc., and it is counted to make sure the order is right. It then goes on to a shelf until the order is ready to be printed, at which time it is counted again. Finally, after the order is printed, it is counted a third time. We have the best quality control systems in the business. It is our goal that when you get a shirt, you should be able to put it on and wear it and shouldn't have to worry about it. No other company in town has our rigorous quality control standards. Those standards, coupled with our desire to give the customer a great experience, make us the #1 printer in Tucson.

## SCOPE OF SERVICES SOLUTIONS

It is our intention to provide Northwest Fire Department with an on-line store that is divided by department and employee. So each department will have its own store, and each individual employee will have access to their department store only. We will give each employee an account with a balance of \$500 or whatever amount is given to us by the department. When orders are placed online, we receive notification, that notification and/or a copy of the order would be sent to your designated representative via email. Each employee would have a running balance that they would have access to so they would know how much remains of their uniform budget for the year.

When the order is completed, the order will be closed in our system, and an email again sent to your representative, as well as the person who ordered the item, if you wish. The items would then be available for pick up by your courier.

It is our intention that screen printed and embroidered fulfillment orders would be filled within one week, if there is enough pre-purchased stock to fulfill those orders. If stock has dwindled and we have not yet received a purchase order from NWFD, we would send a reminder so that a purchase order could be created. In rare instances, backorders of blank product happen in the industry, but you would be kept abreast of those situations in a timely manner (within a day of our notification from vendor).

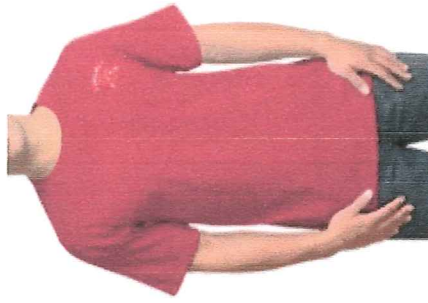
We communicate via phone and email. At all times, the department has at least TWO people that they can contact to find out the status of any order. These questions are answered within 24 hours.

We would have to discuss how catalog orders are created and tracked, as we can't put every available product on the web store. I am confident that we can come up with a solution that will satisfy your personnel as well as the demand to keep their balances current.



## NORTHWEST FIRE DISTRICT

[Designs](#)
[Products](#)
[Quick Request](#)
[Ordering](#)
[Custom Stores](#)
[About](#)
[Contact](#)



Recruit T-Shirt  
\$8.50



NWFD Work Shirt  
\$17.00-\$19.00



NWFD T-Shirt  
\$8.65-\$10.65



NWFD Sweatpants  
\$11.85



NWFD Polo  
\$23.00-\$25.00



NWFD Paramedic T-Shirt  
\$9.50-\$11.50



NWFD Paramedic Long Sleeve T-Shirt  
\$11.80-\$13.80



NWFD Long Sleeve T-Shirt  
\$10.98-\$12.98



NWFD Long Sleeve Polo  
\$24.00



NWFD Heavyweight Short  
\$13.70



NWFD Flexfit® Brushed 6-Panel Cap  
\$13.25



NWFD Compression Shirt  
\$10.50



NWFD Brushed Cotton 6-Panel Cap  
\$13.25



NWFD Boonie Hat  
\$13.25



NWFD Bedspread  
\$13.75



NWFD Beanie Cap with Cuff  
\$13.25



NWFD Basic Large Outfit  
Free!

## STATEMENT OF QUALIFICATIONS

Tee Time has been in business as a screen printer/embroiderer for 26 years in the Tucson area.

We have three screen printers who have been screen printing for a combination of more than 60 years between the three of them. As well as one printer who is relatively new, and we are training to be the next generation of printer.

We have two artists on staff, one who is relatively new to the business with 1-1/2 years of experience, but the other who has been in the screen printing business, as an artist and printer for more than 15 years.

Our General Manager has been managing this location for 11 years and has been in customer service for more than 30 years.

We have two automatic presses, which can print up to 9 colors, and two manual presses, that can print up to 6 colors.

With the Northwest Fire Department orders we have been using a combination of both manual and automatic presses for the past 10 years, and we feel our system is very smooth running and we get orders out in 1-7 days currently.

Although we have the ability to do embroidery at our own facilities in Texas, we have been using a contract embroider, Debbie Bringhurst, of Brilex Embroidery for Northwest Fire. Our ability to use a local embroiderer directly affects our ability to turn items around for you in a timely manner and to do small orders. *Debbie has been in business for more than 20 years, and has, in fact, been our contract embroiderer for more than 15 years.* She is keenly aware of the specifications for all of the items we produce for Northwest Fire Department, as well as being aware of the demands of doing one at a time items and in a timely manner, normally, no longer than two weeks.

ARIZONA DEPARTMENT OF REVENUE  
ATTN: License and Registration  
PO BOX 29032  
Phoenix, AZ 85038-9032



ARIZONA DEPARTMENT OF REVENUE  
**TRANSACTION PRIVILEGE TAX LICENSE**  
**NOT TRANSFERABLE**

The licensee listed below is licensed to conduct business upon the condition that taxes are paid to Arizona Department of Revenue as required under provisions of A.R.S. Title 42, Chapter 5, Article 1.

2016

ISSUED TO: TEE TIME USA LLC  
2815 MANOR ROAD  
AUSTIN TX 78722

ALL communications and  
reports MUST REFER to  
this LICENSE NO.

► LICENSE: 20758837  
START DATE: 09/01/2011  
ISSUED: 02/02/2016  
EXPIRES: 12/31/2016

LOCATION: NUMBER 001  
TEE TIME USA LLC  
3755 N. RUNWAY DRIVE STE D  
TUCSON AZ 85705  
1600044408584



This License is issued to the business named above for the address shown. Licenses, by law, cannot be transferred from one person to another, nor can they be transferred from one location to another. Arizona law requires licensees to notify the Department of Revenue if there is a change in business name, trade name, location, mailing address, or ownership. In addition, when the business ceases to operate or the business location changes and a new license is issued, this license must be returned to the Arizona Department of Revenue. According to R15-5-2201, license must be displayed in a conspicuous place.

## ORDERING PROCESS AND WEBSTORE CAPABILITIES

We will create a store specific to Northwest Fire Department (NWFD) that has its own web address and contains only items for Northwest Fire Department. Additionally the back office will be accepted both by Tee Time and NWFD. Each department will have a specific store front that has only their items that are available to them in it, and each individual will be designated to a specific department

For expedience of order processing, we propose NWFD orders embroidered and screen printed fulfillment items in minimum quantities of 48 pieces, to maintain a minimum par level, which we will inventory at our location. When an online order is placed we will then custom print the left chest and rank for shirts, and pull any other items which are full decorated. For polo orders, with ranks and names, these will be ordered on an individual basis as ordered from the web store. The items which will be fully directed are all uniform items that do not have a rank and or name specific to them. If an item has to be embellished with a specific rank or name, that will be done on an individual basis either via embroidery or via screen printing. All items that are bulk ordered to fulfill stock will be via purchase order to replenish stock, thus individual items will not have to have a purchase order, as we will merely be fulfilling orders from YOUR already purchased stock.

For online orders of polos, we suggest that the order number serves as your purchase order number. Your staff will have complete back office access to your online stores and can look at previous orders, current orders, employee balances, etc.

When an online order is placed, we will either fulfill from YOUR stock or purchase the appropriate polo, and use that as a purchase order. When the items are fulfilled we will send your designated person an order complete email and the items can be picked up by your courier.

All individuals will have a pre-loaded balance that their orders will be deducted from. If their balance is exceeded they will be notified, as will NWFD's designated person. And the order will not be fulfilled.

Any questions or concerns with orders will be addressed either by email or phone, whichever is more convenient for the department.

## PROCESSES AND QUALITY OR PRODUCTS

### SCREEN PRINTING:

Tee Time has two automatic presses, both M & R, one a 10-head Sportsman and one an 8-head Gauntlet. These presses are some of the best in the industry and are very reliable.

We have two manual presses, both Workhouse products.

We have an M&R Sprint 2000 gas dryer. Gas dryers are the best drying units in the industry. To get a print that lasts and does not peel or crack, it is imperative that ink be heated to a certain temperature. The gas dryer gives a good even heat and thus we rarely have problems with peeling or cracking. Some smaller shops use electric dryers or even hand dryers, which don't allow for uniform drying temperatures and thus the screen printed product is often unstable.

We utilize all Phthalate free inks, and have an ink-mixing system which allows us to custom make any standard PMS color. This mixing system is imperative to ensure that the color is the same from one print run to the next. Many shops hand mix inks, which allows for slight variations of ink colors. So your red ink may appear slightly different from run to run.

### EMBROIDERY:

Brilex Embroidery, our contract embroiderer, has been in business for 17 years, and we have been a customer for 15 years.

They have a Tajima 6 head, a SWF 2-head and a Barudan single head embroidery machine.

They consistently use Isacord embroidery thread, both for embroiderability as well as for colors that match from one job to the next.

### PRODUCTS:

We purchase products from front-line vendors only, and never use seconds. The products we use are purchased from the manufacturer's directly, when possible, otherwise, we use very large distributors in the business so that if there is a problem, we have the size of those large distributors behind us.

## **DELIVERY AND IN-STORE PICK PROCESS LEAD TIMES AND TURNAROUND TIMES**

### **DELIVDERY AND IN-STORE PROCESS:**

Once your items are ready to be picked up, your warehouse will be notified that there are items ready. We prepare each order individually by individual, making it easier on your warehouse staff to disburse to each fire house.

For bulk orders that are warehoused here, we merely send a packing slip and an invoice, there is no pick up necessary, as these items go straight into your inventory located on our shelves to be pulled when needed for fulfillment.

If your driver is unavailable for pick up or something is needed before your driver is available. A simple phone call from your warehouse, and we will be happy to deliver to your location, as we are only 5.6 miles from that location.

When items are picked up from our location, we have log book that is signed, verifying that what orders have been picked up. This information is kept on file until after the invoice is paid, should there ever be a question.

### **LEAD TIMES AND TURNAROUND TIMES:**

#### ***SECTION A, EMBROIDERED ITEMS:***

Line Items 1, 2, 3, 4 (polos) – Lead time, 48 hours; delivery 2 weeks

Line Item 5 with a Name (jobs shirt) – Lead Time 7 days, delivery 2 weeks

Line Item 5 with left chest logo only (job shirt) – 7 days for fulfillment, if stocked, otherwise 3 weeks to stock

Line Items 6, 7, 8, 9, 10, 12 (caps, bags) – 7 days for fulfillment, if stocked, other wise to weeks to stock

Line Item 11 (bedspread) – 2 weeks

Line Items 13 and 15 (name patches) – 1 month, or 2 weeks if ordering 8 or more patches at one time

Line Item 14 (logo patch) – 7 days for fulfillment, if stocked, otherwise 2 weeks to stock

NWFD BID 1603

Tee Time USA

June 2016

***SECTION B, SCREENPRINTED ITEMS***

Line Items 1, 2, 3, 4 (t-shirt) – 7 days for fulfillment if stocked, otherwise 2 weeks to stock

Line Items 5, 6, 7, 8, 9 and 10 (Prevention Polos) – 7 days for fulfillment, otherwise 2 weeks to stock

Line Item 11 & 12 (Blauer items) – No bid, however will print on customer provided items and inventory for stock within 2 weeks of receipt of goods

Line Item 13, 15, 15 – 7 days for fulfillment, if stocked, otherwise 2 weeks to stock

***SECTION C, DUTY UNIFORM ITEMS***

Line Items 1-6 – NO BID

Line Items 7-8 (Dickies Pants and shorts) – 7 days if fulfilled from stock, otherwise 2 weeks to stock

Line Items 9-11—NO BID

***SECTION D, FORMAL UNIFORM ITEMS***

Line Items 1-23 – NO BID

***SECTION E, RELATED ITEMS***

Two weeks

**APPENDIX I: MINIMUM QUALIFICATIONS VERIFICATION FORM****OFFEROR NAME:** Tee Times USA, LLC

Proposals not meeting the minimum qualifications will be deemed *NON RESPONSIVE* and will not be considered for further evaluation.

If defined in this solicitation, provide documented and verifiable evidence that your firm satisfies the Minimum Requirements, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Minimum qualifications of the offeror's company	<u>Yes</u> / <del>No</del>	Minimum Qualifications Statement 1 page
2	Minimum qualifications of the proposed key personnel	<u>Yes</u> / <del>No</del>	Sharnay Gillespie Resume Core personnel information 4 pages
3	Provide copies of license, certifications, accreditation, etc.	<u>Yes</u> / <del>No</del>	Business license 1 page
4	Additional MQ if any.	<u>Yes</u> / <del>No</del>	Capabilities Statement 2 pages

Submitted by (Printed Name and Title): Sharnay Gillespie, General Manager Initial: SG Date: 4/21/16

**END OF APPENDIX I**

## MINIMUM QUALIFICATIONS STATEMENT

Tee Time has been in business since 1991 as a screen printer. We also do sublimation, embroidery and sell promotional products.

Our facilities are located at 3755 N. Runway Drive, Suite D, Tucson, AZ 85705 and at this location are 5.6 miles distance from the Northwest Fire Department's Logistics facility

# Lynnette Sharnay Gillespie

## Experience

July 2005-Present Tee Time USA Tucson, AZ

### **General Manager, Office Manager**

- Report directly to owner
- *Accounts payable, accounts receivable, journal entries and payroll*
- Office management, sales, customer service, responding to email inquiries
- Human resources and employee benefits coordination
- Purchasing of product, office supplies, and various shop supplies
- Use QuickBooks Pro 2009, Excel, Word, Outlook, CorelDraw

July 2006-September 2008 Advanced Masonry Tucson, AZ

### **Bookkeeper**

- Accounts payable, accounts receivable, bank reconciliation journal entries, and coordination with CPA for payroll and taxes
- Use QuickBooks Pro 2008, Excel, Word, Outlook

January 2005-June 2005 Lowe Co Motion, Inc. Tucson, AZ

### **Administrative Assistant, Artist Representative**

- Report directly to owner
- *Office management, updating database, vendor relations, sales, payroll, inventory, accounts receivable, accounts payable, collections, production scheduling, shipping, receiving, warehousing, phones, and fax*
- Use QuickBooks, Excel, Word, Access, and Outlook

October 1999-January 2005 Eiffel Tower Restaurant Las Vegas, NV

### **Assistant General Manager, Office Manager**

- Report directly to General Manager and Chef Owner
- Responsible for supervision of reservation and day host departments including maintenance of on-line reservation sheets and creation of special event sheets
- Responsible for accounting function for multi-million dollar restaurant including all daily cash reconciliation, accounts payable, payroll, budgeting, sales projections and creation and use of all associated Excel worksheets
- Responsibility for all direct operating expenses. Able to decrease repair and maintenance expenditures \$10,000 in the first year I had responsibility for it through competitive bid processes and vendor relations
- Responsible for purchasing all small wares for restaurant; responsible for maintaining weekly par levels and staying within budget
- Vendor relations including: accounts payable, product purchasing through competitive bid process, and project scheduling
- Customer service including resolution of customer complaints specializing in food-borne illness complaints
- Human resources function on behalf of corporate office, including explanation of benefits package, collection of monies due, etc.
- Use of Excel, Word, TMX timekeeping system, Word, and InfoGenesis

**L. SHARNAY GILLESPIE, PAGE 2**

October 1998-September 1999 Lowe Co Motion, Inc. Tucson, AZ

**Administrative Assistant, Artist Representative**

- Report directly to owners
- Office management, sales, payroll, inventory, accounts receivable, accounts payable, collections, production scheduling, shipping, receiving, warehousing, phones, fax, travel arrangements, and trade shows
- Use of QuickBooks, Excel, Word, and Filemaker Pro

Sept. 1997-July 1998 Arizona Council for  
Economic Conversion Tucson, AZ

**Administrative Assistant**

- Reported directly to Executive Director
- Correspondence for Executive Director including letters requesting donations, yearly grant reports, and various correspondences to legislators and board members
- Coordination with Executive Board including planning and implementation of all board meetings
- Preparation of payroll for payment by outside accounting agency
- Use of Power Point, Word, and Excel, both on PC and Mac.

Apr. 1991-Aug. 1997 Biosphere 2 Center Oracle, AZ

**Assistant General Manager and Various Administrative and Management Positions**

- Reported to Chief Executive Office, Corporate Attorney, and General Manager
- Creation of weekly schedules for 100+ employees in the above areas
- Special event, conference and banquet planning and coordination
- Locating vendors for goods, using competitive bid practices, to find best supplier based on quality, timing and item cost
- Hotel, front desk and conference room operations and scheduling
- Sales and Marketing duties including mail merges, trade show attendance, travel arrangements
- Profit and loss responsibility for merchandising operation (six gift shop locations with \$1 million annual operating budget)
- Use of Word, WordPerfect, CorelDraw, Excel, Lotus, and POS Software

**References**

Available Upon Request

## TEE TIME CORE PERSONNEL

### **Patti Winstanley – Owner**

Patti Winstanley is President of the Aztec family of companies, all certified woman-owned businesses. With locations in Tucson, AZ, Austin and Waco, TX and an additional sales office in Dallas, TX, Patti has grown Aztec to 100,000 square feet of manufacturing space that specializes in screen printed and embroidered apparel including uniforms, promotional products, wide format print, chenille for banners, signs, buttons, auditorium logos and jackets, sublimation, employee incentives, fulfillment and design.

*Patti served as 2015 Vice Chair for Small Business for the Greater Austin Chamber and is Co-Chair of the AISD Reagan Early College High School Community Advisory Committee. She is on the Board of Directors for the Women's Business Council Southwest, and won Regional Advocate of the Year in 2010, the Women Working Together and the Lilly Knox Investing in Growth Award in 2011 and 2015. Patti also represents WBCS as an Advocate on the WBENC Forum where she is the Vice Chair for the Government Committee, and served as Chair of the 2015 WBENC National Conference Host Committee. She is a member WBEC-West, where she was nominated for WBE Advocate of the Year in 2012, and serves as Forum Chair for Tucson. Patti also serves on the Board for the Go for the Greens Women's Business Conference, where she won the 2015 Mary Schnack award for her advocacy on behalf of other women owned businesses. She was named as an Enterprising Woman for 2013 by Enterprising Woman Magazine, and as a member of the Women Presidents' Organization – she served on the steering committee for the 2013 annual conference. Patti has spoken on the benefits of WOSB certification and the realities of doing business with the federal government for WIPP, American Express Open and the SBA.*

Patti has a BA from The University of Mississippi, is a graduate of the Tuck-WBENC Executive Program and attended the Initiative for a Competitive City Harvard Executive Program from 2009-2013.

### **Sharnay Gillespie – General Manager**

Sharnay has been employed as the General Manager since 2005. She is knowledgeable about screen printing, embroidery, and customer service. She came to Tee Time via the Las Vegas Food and Beverage industry. She has a varied background, solidly based in finance, customer service, and project management.

### **Luis Arias – Head Printer**

Luis has been at Tee Time as a printer, and now head printer since 2004. Luis has a strong eye for detail, and a great way of seeing unusual solutions to problems. He is responsible for the day-to-day production output of our shop. Luis has 13 years of experience both as a manual

printer and running an automatic press. Because he has been at Tee Time in production for so long, he is a vast knowledge of how each job should be run and what the final print should look like. Luis keeps the production team on track and works with everyone closely to make sure that the operation is smooth and jobs get done on time, every time.

**Jose Bravo – Automatic Pressman**

Jose has been employed at Tee Time since 2007. Jose is an extremely talented printer, and is our main printer when it comes to complicated jobs with a large number of colors. Jose can always get the job done. He is dedicated, loyal and professional, and has 17 years of screen printing experience.

**Scott Murray – Manual Printer**

Scott has been employed at Tee Time since 2015. Scott has 32 years of experience before coming to us and is an amazing manual printer. He can get a job done quickly and efficiently, while make each shirt uniform. He has extensive knowledge in manual presswork, and printing transfers for heat press operation.

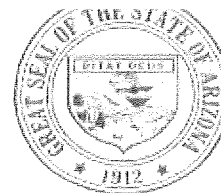
**Anna Oestreich – Artist**

Anna has been at Tee Time for 2 years now, and came to us via with an AA in Art from Pima Community College. Anna is an exceptional production artist and stays cool under pressure. She can be counted on in a pinch and always manages to get the art in a timely manner.

**Michael Serpe – Artist, Sales, Production**

Michael recently returned to Tee Time after a nine year absence. His current position has him dealing with art, sales and production. He has been in the screen printing industry in one form or another for 27 years, and as such is an invaluable tool to help round out the production team, and to make sure that as sales people we are not promising something we cannot deliver.

ARIZONA DEPARTMENT OF REVENUE  
ATTN: License and Registration  
PO BOX 29032  
Phoenix, AZ 85036-9032



ARIZONA DEPARTMENT OF REVENUE  
**TRANSACTION PRIVILEGE TAX LICENSE**  
**NOT TRANSFERABLE**

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2016

ISSUED TO: TEE TIME USA LLC  
2815 MANOR ROAD  
AUSTIN TX 78722

ALL communications and  
reports MUST REFER to  
this LICENSE NO

► LICENSE: 20758837  
START DATE: 09/01/2011  
ISSUED: 02/02/2016  
EXPIRES: 12/31/2016

LOCATION: NUMBER 001  
TEE TIME USA LLC  
3755 N. RUNWAY DRIVE STE D  
TUCSON AZ 85705  
1600044408584



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# TEE TIME U.S.A.

By Aztec Promotional Manufacturing Group

Screen Printing ♦ Embroidery ♦ Branding Recognition ♦ Design

[www.teetimeusa.com](http://www.teetimeusa.com)

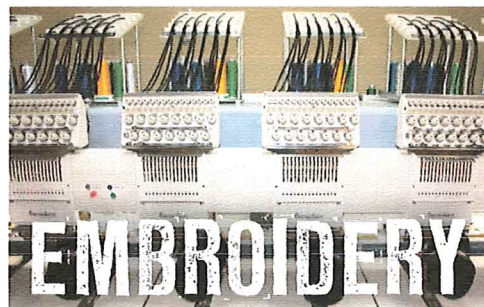
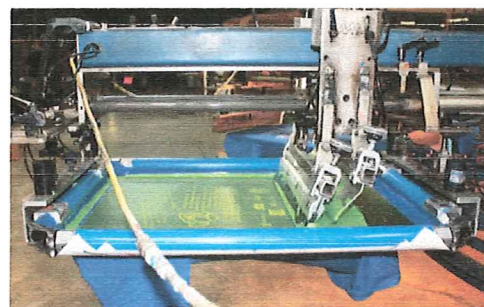
520.292.1688

3755 N. Runway Dr. Tucson, Arizona 85705

WBENC/WBEC WEST/WPO certified



PATTI WINSTANLEY  
-PRESIDENT



WOMEN PRESIDENTS'  
ORGANIZATION  
Reaching Father. Together.



WOSB





## CAPABILITY STATEMENT

Aztec Promotional Group is a vertically integrated full service manufacturing company with locations in Austin, TX and Tucson, AZ that specializes in screen printed and embroidered apparel, banners, buttons, sublimation, advertising specialty items, and design. Our focus on systems, infrastructure and working conditions, allow us to offer reliable, high quality products at competitive prices that meet brand standards. Information sharing gives greater control, tracking and flexibility, saving time and money and avoids mistakes. We have the capacity, work flow and financial stability to fulfill orders of any size quickly.

### AREAS OF EXPERTISE

At Aztec, technology is our advantage. Proprietary business software systems have been continually developed since 2005. These systems allow our staff to operate more efficiently, which translates to savings and less headaches for our customers:

- Just In Time (JIT) Inventory System/Procurement - has reduced production turn times by 60% and inventory levels to less than 10%
- Graphic Design Integration – allows our designers to spend 95% of their time designing
- No paper trail
- Logistics Management – Full transparency through the whole process allows logistics management to solve problems before they happen
- Sophisticated Packing/Shipping – allows all products to be tracked back to a particular package and makes sorting and storing goods much simpler for our clients
- Automated Back Office – ensures timely delivery of documents to clients' accounting staff
- Constant Feedback/Data Collection – all staff have real time user interfaces that have been developed to simplify their lives by providing them current relevant information as well as collecting information from them to share with other staff members, allowing staff to focus on critical tasks, reducing error rates dramatically
- Account Management - Integrated account management allows staff to manage workflow more efficiently, translating to a better customer experience

Our manufacturing processes are all measured and maintained accordingly. Our staff has the best materials and equipment, allowing them to maintain a high degree of quality and reliability without substantial time increases.

### PROCESSES

- Screen Printing
- Embroidery
- Applique
- Sublimation
- Banners
- Flags
- Buttons
- Hundreds of other branding products

### EQUIPMENT

- 7 High volume automatic printing presses including a Challenger III (currently the highest capacity press in the world) with 14 color capacity & over 4'x4' print area
- 4 High volume manual printing presses
- 2 Number Printing Presses
- 1 Rotary Printing Press
- 2 Sublimation Printing Presses
- 3 Embroidery Machines totaling 21 heads of embroidery
- 1 HP 60" "Green" Banner and Sign Printer – all materials are recyclable
- 2 Button Machines

### FACILITIES

Aztec Promotional Group, LP – Main Office  
2815 Manor Road  
Austin, TX 78722  
www.aztecworld.com  
320.744.0195

Southwest Stitches by Aztec Promotional Group, LP  
2815 Manor Road  
Austin, TX 78722  
www.southweststitches.com

Tee Time USA by Aztec Promotional Group, LP  
3755 N. Runway Drive  
Tucson, AZ 85705  
www.teetimeusa.com

### SUSTAINABILITY

Aztec has taken concrete measures to integrate environmental programs and policies by upgrading our facilities, using lead free inks and environmentally friendlier cleaning solutions. We provide a wide range of organic and recyclable products, and our latest purchase is an HP 60" green banner printer.

### NCAIS CODES

323113, 314999, 315999, 424320, 424330, 424990, 541890

RFP# 1603

**APPENDIX II: REFERENCE FORM****OFFEROR NAME:** Tee Time USA, LLC**REFERENCES: Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers of customers who have done business with your firm:****REFERENCE 1**

Company Name: Picture Rocks Fire Department

Contact Name and Title: Mike Hernandez, Firefighter

Telephone No: (520) 682-7878

Fax No:

E-mail address: mhernandez@picturerocksfire.org

**REFERENCE 2**

Company Name: Sonita Elgin Fire Department

Contact Name and Title: Katie Goodwin

Telephone No: 520-455-5854

Fax No: 520-455-5361

E-mail address: sefd911@sefd911.org

**REFERENCE 3**

Company Name: Flowing Wells High School

Contact Name and Title: Amy Taylor, Bookstore manager

Telephone No: 520-696-8026

Fax No: (520) 690-2379

E-mail address: Amy.Taylor@fwusd.org

**END OF APPENDIX II**

The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.

**VENDOR INFORMATION/SERVICE:** All offerors must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District's best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address of your nearest stocking facility:

3755 N. Runway Drive, Suite D, Tucson, AZ 85705

Address and/or E-mail to which purchase orders are to be sent.

sharnay@teetimeusa.com

#### COMPLIANCE TO SCOPE OF WORK

Did you include an electronic copy, in Word, Excel format and/or PDF format, on a flash drive or CD-R?

Yes ☒

No ☐

Is Descriptive literature enclosed?

Yes ☒

No ☐

Is Offer and Acceptance Page properly signed? Proposals submitted without an original, signed Offer and Acceptance Page may be deemed nonresponsive.

Yes ☒

No ☐

Are addendums signed and attached?

<http://www.northwestfire.org/public-info/purchasing>

Yes ☒

No ☐

#### PRICE

Please indicate number of days that prices are firm.

365

Are prices indicated by unit and totals?

Yes ☒

No ☐

#### DELIVERY

Delivery of product or services will be made as required after receipt of Purchase Order:

Yes ☒

No ☐

Please indicate number of days for delivery after receipt of purchase order.

7-30 days

Is Shipping F.O.B. destination, freight prepaid to the Northwest Fire District? If no, please specify shipping terms:

Yes ☒

No ☐

Please indicate if your firm offers in-store pickup of orders by the district courier. Please explain:

Yes ☒

No ☐

RFP# 1603

ADDITIONAL INFORMATION	
Number of years your firm has been in business:	26 years
Number of years your firm has been providing the products and services offered:	26 years
Number of days to resolve delivery issues:	2 days
Percentage of defective returns per year:	<1%
Do you have a local representative to provide services as required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does your firm allow online review of digital proofs of uniform orders?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will samples be provided within 5 days at no cost to the District upon request?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does your firm have an online webstore?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is your online webstore customizable to display only NWFD awarded items?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is your online webstore customizable to handle accounts for each NWFD employee?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will your firm print or embroider on district owned stock?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does your firm have a facility within 25 miles of NWFD boundary for sizing of uniforms? If so, what is the address? 3755 N. Runway Drive, Suite D, Tucson, AZ 85705	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**OFFER AND ACCEPTANCE**

RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT WITH THEIR BID

Print or type in ink the requested information. **TYPEWRITTEN RESPONSES ARE PREFERRED.****OFFER****TO THE NORTHWEST FIRE DISTRICT**

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph (1) of the Northwest Fire District Standard Terms and Conditions.

For clarification of this offer, contact:

Tee Time USA, LLC

Company Name

3755 N. Runway Drive, Suite D

Address

Tucson

AZ

85705

City

State

Zip

Name: Sharnay Gillespie

Phone: 520-292-1688

Fax: 520-292-0168

E-mail: Sharnay@TeeTimeUSA.com



Signature of Person Authorized to Sign

Sharnay Gillespie

Printed Name

General Manager

Title

**CERTIFICATION**

By signature in the Offer Section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**ACCEPTANCE OF OFFER***The Offer is hereby accepted.*

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request For Proposal, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the District.

This contract shall henceforth be referred to as Contract No. 1603. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order.

NORTHWEST FIRE DISTRICT, a political subdivision

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Michael J. Brandt

As Northwest Fire District Fire Chief and not personally

George Carter

As Northwest Fire District Chair and not personally

Thomas A. Benavidez



# NORTHWEST FIRE DISTRICT

*Our Mission is to Save Lives, Protect Property, and Care for Our Community.*

ADMINISTRATION/PREVENTION & SAFETY  
5225 W. MASSINGALE ROAD  
TUCSON AZ 85743



PHONE: (520) 887-1010 FAX: (520) 887-1034 www.northwestfire.org

June 15, 2016

## ADDENDUM NO. 1

### REQUEST FOR PROPOSALS NO. 1603

#### FIRE RESCUE UNIFORM ITEMS

This Addendum No. 1 is hereby made a part of the Request for Proposals and shall be included with all documentation. Offeror shall acknowledge receipt of this Addendum No. 1 by including this Addendum with all proposals, signing and dating the following statement:

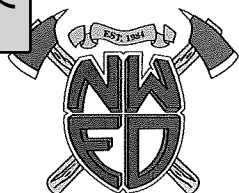
Addendum No. 1 acknowledged by Sherry S. Gillette Date 7/8/16  
(Signature)

Name/Title Sherry Gillette / General Manager  
(Typed or printed)

Name of firm Tee Time

1. The RFP due date and time remains unchanged from: Thursday, June 23, 2016 @ 11:00 AM Local Time.
2. The specifications pricesheet entitled "1603 Fire Rescue Uniform Items Pricesheet.xlsx" has been revised and replaced and is now published on the NWFD website with: "1603 Fire Rescue Uniform Items Pricesheet-Revised 06-13-16.xlsx".
3. The revised and replaced specifications pricesheet must be completed and included with your proposal submittal.
4. The stitch counts for embroidery and logos are as follows:
  - Maltese 7,500
  - Rank drops from 1,200-2,000 (depending upon rank)
  - Bag logo 6,800
  - Hat logo 7,500
  - Union logo 4,200
  - Blanket 17,000 plus tackle twill





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TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 www.northwestfire.org



## REQUEST FOR BEST AND FINAL OFFERS

### REQUEST FOR PROPOSALS NO. 1603

#### FIRE RESCUE UNIFORM ITEMS

BEST AND FINAL OFFER DUE DATE: Thursday, July 21, 2016 @ 10:00 AM Local Time

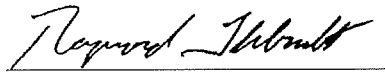
LOCATION: NORTHWEST FIRE DISTRICT  
5225 W. Massingale Rd.  
Tucson, AZ 85743

Best and Final Offers must be submitted to Raymond Thibault via email at [rthibault@northwestfire.org](mailto:rthibault@northwestfire.org) by the due date listed above, followed by a signed original in a sealed envelope properly addressed to the District at the NWFD Purchasing Department, with Best and Final Offer, the Proposal Number, Best and Final Offer Due Date and Time, and Offeror's Name and Address clearly indicated on the envelope. The District will not be responsible for late receipt of improperly addressed emails. If a Best and Final offer is not submitted, the offeror's previous proposal response will be considered its Best and Final offer.

CONTACT PERSON: Raymond Thibault

Phone: (520) 887-1010 x2803

DATE: July 8, 2016

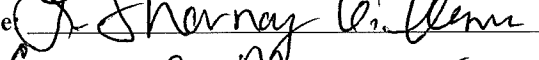
  
Raymond Thibault, Buyer

#### THIS BEST AND FINAL OFFER IS SUBMITTED BY:

Firm/Person: Tee Time / Shornay  
Address: 3755 N. Runway Dr, Ste D  
City: Tucson State: AZ Zip: 85705

Phone: 520-292-1688

Date: 7/21/16

Signature:   
Title: General Manager



# NORTHWEST FIRE DISTRICT

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ADMINISTRATION/PREVENTION & SAFETY  
5225 W. MASSINGALE ROAD  
TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



## **RFP 1603 FIRE RESCUE UNIFORM ITEMS** **REQUEST FOR BEST AND FINAL OFFERS**

In an effort to provide the Northwest Fire District with the most competitive and successful Fire Rescue Uniform Items solution, we present this opportunity to provide a Best and Final offer. When providing this offer we also request that you include specific answers and/or clarification to the following questions:

1. Please describe and provide pricing of your firm's method of approach to supplying the district with Blauer items, Section C – Duty Uniform Items and Section D – Formal Uniform Items as proposed in the Executive Summary of your proposal.
2. Northwest Fire District is considering a number of proposals for this contract. Pricing is very competitive.
  - Please review your prices to determine if any additional discounts are available.
  - If yes, provide a new comprehensive price schedule.
  - If no, indicate "No Additional Discounts."

Should the Best and Final Offer not be accepted, the District reserves the right to any remedy available, which may include conducting further discussions, entering into discussions with other offerors, or cancelling the solicitation in its entirety.

Item	QTY	Unit	Specifications and Pricing
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## Tee Time USA

## Section A - Embroidered Items

1.	Estimated Year QTY	UOM	Size	Brand & No.	Bidder Catalog No.	Catalog Price	% Discount	Embroidery Cost / Unit	Total	Unit Price
1.	Polo Shirt – Pique, 100% cotton, Short Sleeve, Navy Blue, Port Authority On Tour #K420P or equal. This shirt is to have the NWFD axe logo with rank									
1.	150	Each	S-XL	Port Authority K420P	Number 1, Page 190	\$ 23.98	38%	\$ 6.50	\$ 3,205.14	\$ 21.37
1.	50	Each	XXL	Port Authority K420P	Number 1, Page 190	\$ 25.98	38%	\$ 6.50	\$ 1,130.38	\$ 22.61
1.	10	Each	XXXL	Port Authority K420P	Number 1, Page 190	\$ 29.98	38%	\$ 6.50	\$ 250.88	\$ 25.09
2.	Polo Shirt – Pique, 100% cotton, Short Sleeve, White, Port Authority On Tour #K420P or equal. This shirt is to have the NWFD axe logo with rank									
2.	25	Each	S-XL	Port Authority K420P	Number 1, Page 190	\$ 23.98	38%	\$ 6.50	\$ 534.19	\$ 21.37
2.	10	Each	XXL	Port Authority K420P	Number 1, Page 190	\$ 25.98	38%	\$ 6.50	\$ 226.08	\$ 22.61
2.	5	Each	XXXL	Port Authority K420P	Number 1, Page 190	\$ 29.98	38%	\$ 6.50	\$ 125.44	\$ 25.09
3.	Polo Shirt – Pique, 100% cotton, Long Sleeve, Navy Blue, Port Authority On Tour #K320 or equal. This shirt is to have the NWFD axe logo with rank									
3.	25	Each	S-XL	Port Authority K320	Number 1, Page 195	\$ 25.98	38%	\$ 6.50	\$ 565.19	\$ 22.61
3.	10	Each	XXL	Port Authority K320	Number 1, Page 195	\$ 27.98	38%	\$ 6.50	\$ 238.48	\$ 23.85
3.	5	Each	XXXL	Port Authority K320	Number 1, Page 195	\$ 31.98	38%	\$ 6.50	\$ 131.64	\$ 26.33
4.	Polo Shirt – Pique, 100% cotton, Long Sleeve, White, Port Authority On Tour #K320 or equal. This shirt is to have the NWFD axe logo with rank and									
4.	15	Each	S-XL	Port Authority K320	Number 1, Page 195	\$ 25.98	38%	\$ 6.50	\$ 339.11	\$ 22.61
4.	10	Each	XXL	Port Authority K320	Number 1, Page 195	\$ 27.98	38%	\$ 6.50	\$ 238.48	\$ 23.85
4.	2	Each	XXXL	Port Authority K320	Number 1, Page 195	\$ 31.98	38%	\$ 6.50	\$ 52.66	\$ 26.33
5.	Jobshirt – Game Sportswear, Workshirt, 870T, 95% cotton/ 5% polyester superweight fleece blend, zip turtleneck. Long Sleeve, Black. This shirt is :									
5.	150	Each	S-XL	Game, 870-T	Number 2	\$ 74.00	38%	\$ 5.00	\$ 7,632.00	\$ 50.88
5.	60	Each	XXL	Game, 870-T	Number 2	\$ 74.00	38%	\$ 5.00	\$ 3,052.80	\$ 50.88
5.	1	Each	XXXL	Game, 870-T	Number 2	\$ 74.00	38%	\$ 5.00	\$ 50.88	\$ 50.88
6.	Baseball Cap – Flex-Fit, Alpha/Yupoong 6377, 63% poly, 30% cotton, 5% p.u spandex. Navy Blue, This cap is to have "Northwest Fire" logo that is 1									
6.	140	Each	S/M	Flexfit 6377	Number 3, Page 573	\$ 11.30	38%	\$ 5.20	\$ 1,708.84	\$ 12.21
6.	140	Each	L/XL	Flexfit 6377	Number 3, Page 573	\$ 11.30	38%	\$ 5.20	\$ 1,708.84	\$ 12.21
7.	Baseball Cap – Adjustable, Navy Blue, Champion 4001, 100% cotton OSFA adjustable. This cap is to have "Northwest Fire" logo that is 1-1/2" high >									
7.	140	Each	-	Champion 4001	Number 3, Page 580	\$ 8.54	38%	\$ 5.20	\$ 1,469.27	\$ 10.49
8.	Outdoor Caps – Boonie Hat, Outdoor Cap #BH500, Navy Blue. This hat is to have "Northwest Fire" logo that is 1-1/2" high x 3" wide. "Northwest" sh									
8.	50	Each	-	BH500	Number 4, Page	\$ 11.90	38%	\$ 5.20	\$ 628.90	\$ 12.58
9.	Beanie Cap – Beanie Cap w/ Cuff, Navy Blue, Port & Company CP-90. This cap is to have the NWFD axe logo. The NWFD axe logo is to be 2-1/4"									
9.	100	Each	-	Port & Company, CP90	Number 1, Page 422	\$ 6.76	38%	\$ 4.20	\$ 839.12	\$ 8.39
10.	Knit Cap – Knit Skull Cap, Navy Blue, Port & Company CP-91. This cap is to have the NWFD axe logo. The NWFD axe logo is to be 2-1/4" inch hig									
10.	100	Each	-	Port & Company, CP91	Number 1, Page 424	\$ 7.96	38%	\$ 4.20	\$ 913.52	\$ 9.14
11.	Bedspreed – The District is to supply the bedspread. The embroidery will be 3-1/2" high x 8" wide. "Northwest" shall be white and "Fire" shall be red.									
11.	25	Each	-	-	-			\$ 16.00	\$ 400.00	\$ 16.00
12.	Overnight Bag – Nylon/cordura, 11.5"wide x 13"tall x 23.75" long, Navy Blue. Port & Company Basic Large Duffel Bag. Bag shall have a shoulder st									
12.	20	Each	-	Port & Company, BG980	Number 1, Page 498	\$ 19.98	36%	\$ 4.20	\$ 339.74	\$ 16.99
13.	Velcro Name Patch, 1.25" high x variable width, hook type on back side. See Illustration S.									
13.	150	Each	-	Self Manufacture	No catalog			\$ 10.00	\$ 1,500.00	\$ 10.00
14.	Velcro Axe Logo Patch, 3" high x 3.5" wide, hook type on back side. See Illustration T.									
14.	150	Each	-	2400 Promotions	No Catalog			\$ 3.60	\$ 540.00	\$ 3.60
15.	Velcro Name/Rank Patch, 2" high x 4" wide, hook type on back side. See Illustration U.									
15.	150	Each	-	Self Manufacture	No catalog			\$ 10.00	\$ 1,500.00	\$ 10.00

## Section A - Embroidered Items Total:

\$ 29,321.57
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## Section B - Silkscreen Items

1.	Estimated Year QTY	UOM	Size	Brand & No.	Bidder Catalog No.	Catalog Price	% Discount	Silkscreen Cost / Unit	Total	Unit Price
1.	T-Shirt – 100% cotton, Hanes #5590, Pre-Shrunk, Short Sleeve, Navy Blue. This shirt is to have the NWFD axe logo with rank applied to the shirt. T									
1.	600	Each	S-XL	Hanes 5590	#1, Page 311	\$ 9.04	36%	\$ 2.85	\$ 5,181.36	\$ 8.64
1.	400	Each	XXL	Hanes 5590	#1, Page 311	\$ 12.66	36%	\$ 2.85	\$ 4,380.96	\$ 10.95
1.	1	Each	XXXL	Hanes 5590	#1, Page 311	\$ 13.34	36%	\$ 2.85	\$ 11.39	\$ 11.39
2.	Paramedic T-Shirt – 100% cotton, Hanes #5590, Pre-Shrunk, Short Sleeve, Navy Blue. This shirt is to have the NWFD axe logo with rank applied to									
2.	200	Each	S-XL	Hanes 5590	#1, Page 311	\$ 9.04	35%	\$ 3.65	\$ 1,905.20	\$ 9.53
2.	125	Each	XXL	Hanes 5590	#1, Page 311	\$ 12.66	36%	\$ 3.65	\$ 1,469.05	\$ 11.75
2.	1	Each	XXXL	Hanes 5590	#1, Page 311	\$ 13.34	36%	\$ 3.65	\$ 12.19	\$ 12.19
3.	T-Shirt – 100% cotton, Hanes #5596, Pre-Shrunk, Long Sleeve, Navy Blue. This shirt is to have the NWFD axe logo with rank applied to the shirt. T									
3.	125	Each	S-XL	Hanes 5596	#3, Page 448	\$ 13.00	36%	\$ 2.85	\$ 1,396.25	\$ 11.17
3.	125	Each	XXL	Hanes 5596	#3, Page 448	\$ 15.44	36%	\$ 2.85	\$ 1,591.45	\$ 12.73
3.	1	Each	XXXL	Hanes 5596	#3, Page 448	\$ 17.48	36%	\$ 2.85	\$ 14.04	\$ 14.04
4.	Paramedic T-Shirt – 100% cotton, Hanes #5596, Pre-Shrunk, Long Sleeve, Navy Blue. This shirt is to have the NWFD axe logo with rank applied to									
4.	50	Each	S-XL	Hanes 5596	#3, Page 448	\$ 13.00	36%	\$ 3.65	\$ 598.50	\$ 11.97
4.	50	Each	XXL	Hanes 5596	#3, Page 448	\$ 15.44	36%	\$ 3.65	\$ 676.58	\$ 13.53
4.	1	Each	XXXL	Hanes 5596	#3, Page 448	\$ 17.48	36%	\$ 3.65	\$ 14.84	\$ 14.84
5.	Prevention Polo Shirt – 100% cotton, Tri-Mountain #169 Signature Ltd (NO EXCEPTIONS) Pre-Shrunk, Short Sleeve, Navy. This shirt is to have the									
5.	50	Each	S-XL	Tri Mountain #169	#5, Page 130	\$ 27.50	30%	\$ 6.25	\$ 1,275.00	\$ 25.50
5.	50	Each	XXL	Tri Mountain #169	#5, Page 130	\$ 29.50	30%	\$ 6.25	\$ 1,345.00	\$ 26.90

5.	1	Each	XXXL	Tri Mountain #169	#5, Page 130	\$ 31.50	30%	\$ 6.25	\$ 28.30	\$ 28.30
6.	Prevention Polo Shirt – 100% cotton, Tri-Mountain #169 Signature Ltd (NO EXCEPTIONS) Pre-Shrunk, Short Sleeve, White. This shirt is to have the									
6.	50	Each	S-XL	Tri Mountain #169	#5, Page 130	\$ 27.50	30%	\$ 5.25	\$ 1,225.00	\$ 24.50
6.	50	Each	XXL	Tri Mountain #169	#5, Page 130	\$ 29.50	30%	\$ 5.25	\$ 1,295.00	\$ 25.90
6.	1	Each	XXXL	Tri Mountain #169	#5, Page 130	\$ 31.50	30%	\$ 5.25	\$ 27.30	\$ 27.30
7.	Prevention Polo Shirt – 60% polyester 40% cotton, Tri-Mountain #206 Engineer (NO EXCEPTIONS) Pre-Shrunk, Short Sleeve, Navy. This shirt is to									
7.	50	Each	S-XL	Tri Mountain #206	#5, page 124	\$ 28.50	30%	\$ 6.25	\$ 1,310.00	\$ 26.20
7.	50	Each	XXL	Tri Mountain #206	#5, page 124	\$ 30.50	30%	\$ 6.25	\$ 1,380.00	\$ 27.60
7.	1	Each	XXXL	Tri Mountain #206	#5, page 124	\$ 32.50	30%	\$ 6.25	\$ 29.00	\$ 29.00
8.	Prevention Polo Shirt – 60% polyester 40% cotton, Tri-Mountain #206 Engineer (NO EXCEPTIONS) Pre-Shrunk, Short Sleeve, White. This shirt is to									
8.	50	Each	S-XL	Tri Mountain #206	#5, page 124	\$ 28.50	30%	\$ 5.25	\$ 1,260.00	\$ 25.20
8.	50	Each	XXL	Tri Mountain #206	#5, page 124	\$ 30.50	30%	\$ 5.25	\$ 1,330.00	\$ 26.60
8.	1	Each	XXXL	Tri Mountain #206	#5, page 124	\$ 32.50	30%	\$ 5.25	\$ 28.00	\$ 28.00
9.	Prevention Polo Shirt – 60% polyester 40% cotton, Tri-Mountain #609 Spartan (NO EXCEPTIONS) Pre-Shrunk, Long Sleeve, Navy Blue. This shirt is									
9.	50	Each	S-XL	Tri Mountain #609	#5, Page 137	\$ 30.00	30%	\$ 6.25	\$ 1,362.50	\$ 27.25
9.	50	Each	XXL	Tri Mountain #609	#5, Page 137	\$ 32.00	30%	\$ 6.25	\$ 1,432.50	\$ 28.65
9.	1	Each	XXXL	Tri Mountain #609	#5, Page 137	\$ 34.00	30%	\$ 6.25	\$ 30.05	\$ 30.05
10.	Prevention Polo Shirt – 60% polyester 40% cotton, Tri-Mountain #609 Spartan (NO EXCEPTIONS) Pre-Shrunk, Long Sleeve, White. This shirt is to									
10.	50	Each	S-XL	Tri Mountain #609	#5, Page 137	\$ 30.00	30%	\$ 5.25	\$ 1,312.50	\$ 26.25
10.	50	Each	XXL	Tri Mountain #609	#5, Page 137	\$ 32.00	30%	\$ 5.25	\$ 1,382.50	\$ 27.65
10.	1	Each	XXXL	Tri Mountain #609	#5, Page 137	\$ 34.00	30%	\$ 5.25	\$ 29.05	\$ 29.05
11.	Blauer Shirt – Blauer 8120X, Dark Navy. This shirt is to have the NWFD axe logo applied to the shirt. The NWFD axe logo is to be 3-1/4" high x 4" w									
11.	150	Each	S-XL	Blauer #8120X	NONE	\$ 29.99	10%	\$ 4.40	\$ 4,708.65	\$ 31.39
11.	150	Each	XXL	Blauer #8120X	NONE	\$ 32.99	10%	\$ 4.40	\$ 5,113.65	\$ 34.09
11.	65	Each	XXXL	Blauer #8120X	NONE	\$ 35.99	10%	\$ 4.40	\$ 2,391.42	\$ 36.79
12.	Hi-Vis Jacket – Blauer Crosstech 3-in-1 Emergency Response Jacket #9840-70 with NWFD screen printed (black) on backs of inner/outer jackets ar									
12.	12	Each	S-XL	Blauer 9840 & 4670	NONE	\$ 584.98	7%	\$ 20.00	\$ 6,768.38	\$ 564.03
12.	5	Each	XXL	Blauer 9840 & 4670	NONE	\$ 644.98	7%	\$ 20.00	\$ 3,099.16	\$ 619.83
12.	1	Each	XXXL	Blauer 9840 & 4670	NONE	\$ 700.98	7%	\$ 20.00	\$ 671.91	\$ 671.91
13.	Sweat Pant – 50% cotton, 50% polyester, Jerzees #973M, Navy Blue. This item shall have NWFD axe logo screened on left leg that is 3" high x 4" v									
13.	60	Each	S-XL	Jerzee 973M	#3, page 533	\$ 15.36	32%	\$ 1.15	\$ 695.69	\$ 11.59
13.	35	Each	XXL	Jerzee 973M	#3, page 533	\$ 19.06	32%	\$ 1.15	\$ 493.88	\$ 14.11
13.	1	Each	XXXL	Jerzee 973M	#3, page 533	\$ 23.86	32%	\$ 1.15	\$ 17.37	\$ 17.37
14.	Sweat Short – 100% cotton, Softee #M774, Pre-Shrunk, Navy Blue. This item shall have NWFD axe logo screened on left leg that is 3" high x 4" wide									
14.	200	Each	S-XL	Soffee #M774	Nonw	\$ 14.00	25%	\$ 1.15	\$ 2,330.00	\$ 11.65
15.	Recruit T-Shirt - 100% cotton, Hanes #5590, Pre-Shrunk, Short Sleeve, Red. This shirt is to have the NWFD axe logo with "Recruit" applied to the sl									
15.	10	Each	S-XL	Hanes 5590	#1, Page 311	\$ 9.04	35%	\$ 2.10	\$ 79.76	\$ 7.98
15.	6	Each	XXL	Hanes 5590	#1, Page 311	\$ 12.66	35%	\$ 2.10	\$ 61.97	\$ 10.33
15.	1	Each	XXXL	Hanes 5590	#1, Page 311	\$ 13.34	35%	\$ 2.10	\$ 10.77	\$ 10.77

**Section B - Silkscreen Items Total:****\$ 59,776.11****Section C - Duty Uniform Items**

1.	Estimated Year QTY	UOM	Size	Brand & No.	Bidder Catalog No.	Catalog Price	% Discount	Total	Unit Price
1.	Lion Apparel Traditional Trousers 100% Cotton Dark Navy #0150NV-00								
1.	20	Each		Lion 0150NVV-00	None	\$ 60.39	5%	\$ 1,147.41	\$ 57.37
2.	Flying Cross Long Sleeve NOMEX Shirt - Navy #09820 (Remove Eplets, add badge tab and NWFD and/or EMT Patch)								
2.	20	Each		Flying Cross #09820	None	\$ 146.72	20%	\$ 2,347.52	\$ 117.38
3.	Flying Cross Short Sleeve NOMEX Shirt - Navy #09800 (Remove Eplets, add badge tab and NWFD and/or EMT Patch)								
3.	5	Each		Flying Cross #09800	None	\$ 143.00	20%	\$ 572.00	\$ 114.40
4.	Flying Cross NOMEX Pants - Navy #98200								
4.	85	Each		Flying Cross #9800	None	\$ 173.50	15%	\$ 12,535.38	\$ 147.48
5.	Flying Cross Men's Long Sleeve Dress Shirt 65% Poly 35% Cotton - White #35W5400								
5.	10	Each		Flying Cross #35W5400	None	\$ 50.00	0%	\$ 500.00	\$ 50.00
6.	Flying Cross Men's Short Sleeve Dress Shirt 65% Poly 35% Cotton - White #85R5400								
6.	10	Each		Flying Cross #85R5400	NONE	\$ 55.00	0%	\$ 550.00	\$ 55.00
7.	Dickies Cargo Short Loose Fit 100% Cotton #40214RDN								
7.	60	Each		Dickies, #40214RDN	None	\$ 47.64	35%	\$ 1,857.96	\$ 30.97
8.	Dickies Original Men's (Mechanics) Work Pants, Wrinkle Resistant, Dark Navy, 65% Polyester 35% Cotton #874DN								
8.	60	Each		Dickies, #874DN	#3, Page 565	\$ 45.30	35%	\$ 1,766.70	\$ 29.45
9.	Leather Velcro Belt, Black, Plain 1-1/2" American Value - Boston #6630								
9.	60	Each		Boston 36630	None	\$ 40.00	15%	\$ 2,040.00	\$ 34.00
10.	NWFD Royal Blue Patch								
10.	60	Each		Custom Made	None	\$ 5.00	30%	\$ 210.00	\$ 3.50
11.	AZ State Paramedic Patch								
11.	60	Each		Custom Made	None	\$ 5.00	30%	\$ 210.00	\$ 3.50

**Section C - Duty Uniform Items Total:****\$ 23,736.97****Section D - Formal Uniform Items**

	Estimated Year	QTY	UOM	Size	Brand & No.	Bidder Catalog No.	Catalog Price	% Discount	Total	Unit Price
1.	Flying Cross	Double Breasted Dress Coat	LAPD Navy #38804 (Fire Fighter, Engineer, Captain rank)							
1.	8	Each	Flying Cross #38804	None	\$ 225.00	0%	\$ 1,800.00	\$ 225.00		
2.	Flying Cross	100% Polyester Trusers	LAPD Navy #38200 (Fire Fighter, Engineer, Captain rank)							
2.	8	Each	Flying Cross #38200	None	\$ 54.99	0%	\$ 439.92	\$ 54.99		
3.	Flying Cross	Men's White Short Sleeve Shirt	65% Polyester 35% Cotton #24N5100 (Fire Fighter, Engineer, Captain rank)							
3.	8	Each	Flying Cross 24N5100	None	\$ 50.00	0%	\$ 400.00	\$ 50.00		
4.	Black Poly	3-1/2" x 57" 4-In-Hand Tie w/ Button Holes	#90081BK							
4.	8	Each	#90081BK	None	\$ 10.00		\$ 80.00	\$ 10.00		
5.	Hero's Pride	Tie Bar (5/16" x 2")	Polished Silver with State of Arizona Seal #4007N (Fire Fighter, Engineer, Captain rank)							
5.	8	Each	Hero's Pride 3940	None	\$ 10.00	10%	\$ 72.00	\$ 9.00		
6.	Belt 1-1/2"	Black Top Grain Leather With Finished Back & Creased Edges	#6010							
6.	8	Each	Chamber Belt 6010	None	\$ 27.00	10%	\$ 194.40	\$ 24.30		
7.	Men's High Gloss	Duty Oxford Dress Shoes	Bates #22141							
7.	8	Pair	Bates 22141	None	\$ 80.95	0%	\$ 647.60	\$ 80.95		
8.	Women's Hi-Gloss	Black Oxford Shoes	Bates #742							
8.	8	Each	Bates #742	None	\$ 144.95	0%	\$ 1,159.60	\$ 144.95		
9.	Navy Fireman	Bell Crown Hat with Silver Weave Band, Midway	Bell 114 (Fire Fighter, Engineer, Captain rank)							
9.	8	Each	Midway Bell 114	None	\$ 80.00	0%	\$ 640.00	\$ 80.00		
10.	Hat Insignia,	Maltese Cross, Nickel, Screw Post & Nail, with State of Arizona Seal,	Blackinton B484 (Fire Fighter, Engineer, Captain rank)							
10.	8	Each	Blackinton #B484	None	\$ 55.00	0%	\$ 440.00	\$ 55.00		
11.	Collar Insignia / Engineer / 15/16"	One Bugle / Silver / Premier	P5092-3S							
11.	8	Pair	Hero's Pride 4443	None	\$ 8.00	0%	\$ 64.00	\$ 8.00		
12.	Collar Insignia / Captain / 15/16"	Two Bugles / Silver / Premier	P5092-10S							
12.	8	Pair	Hero's Pride 4444	none	\$ 8.00	0%	\$ 64.00	\$ 8.00		
13.	Flying Cross	Men's Double Breasted Naval Officer Black Coat	55% Poly 45% Wool #17B8696C (Chief rank)							
13.	8	Each	Flying Cross #17B8696C	None	\$ 425.00	0%	\$ 3,400.00	\$ 425.00		
14.	Flying Cross	Men's Naval Officer Black Dress Trousers	55% Poly 45% Wool #28P8696 (Chief rank)							
14.	8	Each	Flying Cross #28P8696	None	\$ 125.00	0%	\$ 1,000.00	\$ 125.00		
15.	Blauer Men's	Short Sleeve White Cotton Blend Shirt	65% Polyester 35% Cotton #8421 or #8422 (Chief rank)							
15.	8	Each	Blauer 8421 or 8422	None	\$ 45.99	0%	\$ 367.92	\$ 45.99		
16.	Blauer Men's	Long Sleeve White Cotton Blend Shirt	65% Polyester 35% Cotton #8431 or #8432 (Chief rank)							
16.	8	Each	Blauer 8431 or 8432	None	\$ 45.99	0%	\$ 367.92	\$ 45.99		
17.	Hero's Pride	Tie Bar (5/16" x 2")	Gold with State of Arizona Seal #4007G (Chief rank)							
17.	8	Each	Hero's Pride 3940	None	\$ 10.00	15%	\$ 68.00	\$ 8.50		
18.	White Fireman	Bell Crown Hat with Gold Weave Band, Midway	Bell 113 (Chief rank)							
18.	8	Each	Midway Bell 113		\$ 95.00	0%	\$ 760.00	\$ 95.00		
19.	Hat Insignia,	Maltese Cross, Gold Plated, Screw Post & Nail, with State of Arizona Seal,	Blackinton B484-GP (Chief rank)							
19.	8	Each	Blackinton B484-GP	None	\$ 70.00	0%	\$ 560.00	\$ 70.00		
20.	Collar Insignia / Battalion / 2 Crossed Bugles / Gold / Blackinton	J-52 (Chief rank)								
20.	8	Pair	Blackinton J52	None	\$ 13.95	0%	\$ 111.60	\$ 13.95		
21.	Collar Insignia / Division / 3 Crossed Bugles / Gold / Blackinton	J-53 (Chief rank)								
21.	8	Pair	Blackinton J53	None	\$ 13.95	0%	\$ 111.60	\$ 13.95		
22.	Collar Insignia / Assistant / 4 Crossed Bugles / Gold / Blackinton	J-54 (Chief rank)								
22.	8	Pair	Blackinton J54	None	\$ 13.95	0%	\$ 111.60	\$ 13.95		
23.	Collar Insignia / Chief / 5 Crossed Bugles / Gold / Blackinton	J-55 (Chief rank)								
23.	8	Pair	Blackinton J55	None	\$ 15.95	0%	\$ 127.60	\$ 15.95		

**Section D - Formal Uniform Items Total:****\$ 12,987.76****Grand Total (Sections A - D):****\$ 125,822.40****Section E - Related Items**

- % off Discount of Catalog price of related items not listed in Section A - D:
- Embroidery charge per unit for related items not listed in Section A:
- Silkscreen charge per unit for related items not listed in Section B:
- Stitch Count – Provide the average cost/stitch. This figure will be used to determine best bid for unknown embroider
- Items excluded from the discount above must be listed below:  
Nike, Ogio, Columbia Sportswear, IZOD, Adidas

25.00%
\$ 5.00
\$ 2.10
.00055 stitch

RFP 1603  
Fire Rescue Uniform Items

Evaluation Rankings Phase 1

	HD	EF	DH	JJ	JS
Jeri's Old Town	1	1	3	3	3
Tee Time USA	2	3	2	2	2
United Fire Equipment Co	3	2	1	1	1

1st Ranked Vendor: United Fire Equipment Co  
2nd Ranked Vendor: Tee Time USA  
3rd Ranked Vendor: Jeris Old Town

RFP 1603  
Fire Rescue Uniform Items

Evaluation Rankings Phase 2

	HD	EF	DH	JJ	JS
Tee Time USA	1	1	1	1	1
United Fire Equipment Co	2	2	2	2	2

1st Ranked Vendor: Tee Time USA  
2nd Ranked Vendor: United Fire Equipment Co



# NORTHWEST FIRE/RESCUE DISTRICT

## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** Raymond Thibault  
**FROM:** Jackie Janton, Supply Supervisor  
**SUBJECT:** Results from RFP Uniform Renewal Contract

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The RFP for uniform contract was evaluated by a committee comprised of 5 Northwest Fire District employees- Justin Simmons, Heather D'Amico, Jackie Janton, William Hughes, and Erin Fick. The Committee members voted based on the evaluation criteria of the RFP and evaluated proposals submitted by three vendors and best and final offers submitted by the shortlisted vendors. Vendor interviews were also held, and the committee came to a unanimous decision to recommend and award the contract to Tee Time USA.

Regards,  
Jackie

Attachment: 1603 Committee Recommendation (2016-132 : Award RFP 1603)



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.B

### SCHEDULED

### MEMORANDUM NO. 2016-133

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**Date:** July 26, 2016  
**To:** Governing Board  
**From:** Dave Gephart, Finance Director  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Discussion and Possible Action Approving Issuance of RFQ 1604,  
Requesting a Statement of Qualifications for Collection Services

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#### **RECOMMENDATION:**

Approve issuance of RFQ 1604

#### **MOTION:**

Move to approve issuance of RFQ 1604.

#### **DISCUSSION:**

As of January 2016, the District started billing for ambulance services under its Certificate of Necessity issued by the State of Arizona. As such, the District also began collecting on the billings. Intermedix, the billing provider for the District, has done an excellent job of following up on billings and attempting to collect. However, at some point certain accounts are naturally going to become delinquent and the District needs a tool to encourage prompt payment of its bills. A collection service provider will assist in collecting on accounts where Intermedix is unsuccessful and increase the likelihood of collecting something on delinquent accounts. It will also provide additional incentive for users to provide prompt payment for services rendered by the District.

#### **FISCAL IMPACT:**

Unknown - dependent on delinquent accounts and collection rates

#### **ALTERNATIVES:**

Not approve issuance of the RFQ

#### **ATTACHMENTS:**

- 1604 Collection Services (PDF)



## NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

RFQ Number: 1604 Title: **Collection Services**

**DUE IN:** THURSDAY, AUGUST 18, 2016 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** NONE WILL BE HELD

This solicitation may be obtained from our website at: <http://www.northwestfire.org/public-info/purchasing> Any interested offerors without internet access may obtain a copy of this solicitation by calling (520) 887-1010, or a copy may be picked up during regular business hours at the Northwest Fire District Administration, 5225 W. Massingale Road, Tucson, Arizona 85743. If you experience any problems receiving this Request for Qualifications, please call (520) 887-1010.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or faxed to (520) 887-1034. A "No Bid" will be considered a response. Returning this form only does not fulfill bid requirements unless responding with a "No Bid" as shown below.

E-mailed, faxed and verbal offers are not acceptable.

**CHECK APPROPRIATE BOX:**

- ☐ **I am submitting a "No Bid" at this time.**  
Please keep my name on the District's Bidder's List.
- ☐ **I cannot provide services of this nature.**  
Please remove my name from this category. I will submit a revised Vendor Registration Form  
A copy of the Vendor Registration Form is at <http://www.northwestfire.org/public-info/purchasing>
- ☐ **I no longer wish to do business with Northwest Fire District.**  
Please remove my name from the District's Bidder's List.
- ☐ **I am no longer in the business to provide these services.**  
Please remove my name from the District's Bidder's List.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature/Local Representative

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Type Name and Position Held with Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

RFQ Notice to be mailed: 07/27/16

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)



## NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

RFQ Number: 1604 Title: Collection Services

**DUE IN:** THURSDAY, AUGUST 18, 2016 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** NONE WILL BE HELD

**SOLICITATION:** Northwest Fire District is soliciting Statements of Qualifications from contractors for collection services.

**GENERAL DESCRIPTION:** To provide the Northwest Fire District with collection services per specifications called for herein.

Prospective Offerors may pick up a copy of the RFQ packet, Monday through Friday, 8 am to 5 pm MST, at the address listed above.

The Northwest Fire District invites interested firms to submit Statement of Qualifications relating to this project. A selection committee will evaluate the firm's qualifications and experience with similar projects. Final contract award will be determined through the selection process that considers a Statement of Qualifications.

Statements must be submitted by the due date and time and at the submittal locations identified above. Failure to do so may be cause for rejection as ***non-responsive***. The Northwest Fire District reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

Statements may not be withdrawn for 60 days after opening.

OFFERORS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY CAN AND ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR STATEMENTS.

\_\_\_\_\_  
David Gephart  
Finance Director

**THIS PROPOSAL IS OFFERED BY:**

**Firm/Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Publish:** The Arizona Daily Star: 08/01/16, 08/02/16, 08/03/16, and 08/04/16

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)

## I. INSTRUCTIONS TO OFFERORS

### 1. SUBMISSION OF STATEMENTS

Offerors shall submit one (1) original and three (3) copies of all proposal documents. Please send an electronic copy, in Word, Excel and/or PDF format, on a flash drive or CD-R. The submittal shall include all information requested by the solicitation, and utilize, without modification, the forms provided by the solicitation. No substitute document for the forms will be accepted. In case of discrepancy between hard copies of the proposal and the electronic copy of the proposal submitted, the hard copy shall govern.

Telephoned, emailed, or faxed proposals are not acceptable.

Statements must be received and time stamped at the location on or before the time and date as defined by the *Request for Qualifications*. Late proposals will not be accepted, or will be returned unopened.

Statements must be signed by an authorized agent of the offeror and submitted in a sealed envelope marked or labeled with the offeror firm name, solicitation number, title, solicitation due date and time, to the location and not later than the time/date specified by the *Request for Qualifications*. Statements must be submitted in a sealed envelope/container and have “**RFQ 1604**” written on the front.

Statements and modifications received after the closing time specified will not be accepted.

Failure to comply with the solicitation requirements may be cause for the offeror's proposal to be rejected as *non-responsive*.

### 2. PREPARATION OF RESPONSES

All proposals shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the proposal. Typewritten responses are **preferred**.

### 3. PRICE BID & CERTIFICATION

Offerors shall complete and submit the price bid and certification documents utilizing the forms provided in this RFQ. Requested information and data shall be provided in the precise manner requested. Failure to comply may cause the proposal to be improperly evaluated or deemed non-responsive.

The certification document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation. Failure to do so may be cause to reject the proposal as non-responsive.

### 4. GENERAL SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive proposals.

Failure to examine any drawings, specifications, and instructions will be at the offeror's risk.

Items included in the proposal shall meet the specifications and requirements set forth by the solicitation.

Deviation requests shall be specifically documented and clearly illustrate the deviation to the particular specification or the requirements set forth by this solicitation and fully explain the requested deviation's impact on the end performance of the item. Deviation requests shall be submitted prior to the initial solicitation due date. Requests submitted within 8 days of the solicitation due date may not be answered. Acceptance or rejection of said deviation request shall be at the sole discretion of the District.

### 5. COMPLIANCE WITH AGREEMENT

District will execute an agreement with the successful offeror by issue of a purchase order or contract.

The offeror agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the offeror agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the District. Any items provided in excess of the quantity stated in the agreement shall be at the Offeror's own risk. Offerors shall decline verbal requests to deliver items in excess of the

agreement and shall report all such requests in writing to the Northwest Fire District Warehouse Supervisor within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

#### **6. INQUIRIES**

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at Administration.

No oral interpretations or clarifications will be made to any offeror as to the meaning of any of the solicitation documents.

If a prospective offeror believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the offeror shall notify the Northwest Fire District in writing identifying the issue with suggested solution prior to the closing time set for receipt of the solicitation proposal. Responses from Northwest Fire District will be made by written addendum and sent to all known potential offerors. Issues identified less than 8 days prior to the solicitation opening date may not be answered.

#### **7. CONFLICTING INSTRUCTIONS**

In the event there are variations or conflicts between these instructions and the special terms and conditions, the special terms and conditions shall govern.

**END OF INSTRUCTIONS TO OFFERORS**

## **II. STANDARD TERMS AND CONDITIONS**

### **1. PROPOSAL OPENING:**

Statements will be publicly opened and offeror's names will be read on the date and at the location defined in the *Request for Qualifications*. No other information contained in the proposals will be disclosed at the opening. All interested parties are invited to attend.

### **2. PROPOSAL EVALUATION:**

Statements shall be evaluated to determine which response is most advantageous to the District considering price, conformity to the specifications and other factors.

The District reserves the following rights: 1) to waive informalities in the proposal or proposal procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with Northwest Fire District or who have engaged in conduct that constitutes a cause for debarment or suspension; 3) to reject any and all responses; 4) to re-advertise for proposals previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award the purchase order or contract on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and offeror's ability to supply; 7) to increase or decrease the quantity herein specified.

### **3. AWARD NOTICES:**

An award notice will be issued by the district following award by the Northwest Fire District Governing Board. A tabulation of responses will be maintained in the Purchasing Department.

### **4. AWARD:**

Awards shall be made by the Fire District Governing Board in accordance with the Northwest Fire District policies. The District reserves the right to reject any or all bids, or to waive irregularities and informalities if it is deemed in the best interest of the District. Resulting agreements are not exclusive, are for the sole convenience of Northwest Fire District, and the District reserves the right to obtain like goods or services from other sources.

In the event that the resulting agreement is terminated for any reason during the initial term of the contract, Northwest Fire District reserves the right to award to an alternate offeror if deemed in the best interest of the District. A fully executed purchase order or contract mailed, or otherwise furnished, to the selected offeror will result in a binding contract without further action by either party.

### **5. FORM OF CONTRACT:**

It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal. The District may issue a numbered purchase order which will serve as an additional Contractual Agreement with the successful offeror.

The two (2) documents (the original bid response bearing the signature of the offeror and the District's signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions set forth in the solicitation, the standard conditions and special instructions and conditions, including any addenda issued by the solicitation.

If a firm submitting a proposal requires that an additional contract be signed by the District, a copy of the proposed contract must be included with the proposal. Proposed offeror contract documents will be reviewed by the District. A bidder's contract document shall not become part of the purchase contract unless and until it is signed by an authorized representative of the District. The District's contract documents shall govern in event of conflict with the terms of a bidder's contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

### **6. WAIVER:**

Each offeror, by submission of a proposal, proclaims and agrees and does waive any and all claims for damages against Northwest Fire District or its officers or employees when any of the rights reserved by Northwest Fire District may be exercised.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****7. INTERPRETATION; APPLICABLE LAW:**

The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of seller's terms or conditions are not in agreement with Northwest Fire District's terms and conditions as set forth herein, Northwest Fire District's shall govern. This Agreement incorporates the complete agreement of the parties with respect to the subject matter of this Agreement. No oral agreement or other understanding shall in any way modify these terms and conditions.

**8. PRICE WARRANTY:**

Seller shall give Northwest Fire District benefit of any price reduction before actual time of shipment except that should Northwest Fire District permit shipment to be made prior to specified shipping date, Northwest Fire District shall have advantage of any price reduction before shipping date. Sellers agree that all pricing given includes all costs required to conduct aggressive and active cost control and reduction activities.

**9. PRICE ESCALATION:**

In the event that changes in economic conditions are such that Supplier requires price increases for subsequent renewals of the agreement, the offeror shall submit to the District a unit price escalation request with supporting documents justifying the requested increase not later than 90 days prior to the termination date of the current agreement. The request shall cite sources, specific conditions and in detail how they affect the cost of agreement items and include a listing of those efforts taken to control and reduce costs. The District will review the request and determine if it is in the best interest of the District to extend the agreement.

**10. QUANTITY:**

The quantity of goods ordered shall not be exceeded or reduced without written permission in the form of a properly executed purchase order or contract change except in conformity with acknowledged industry tolerances. All quantities are estimates and no guarantee regarding actual usage is provided.

**11. DELIVERY:**

On-time delivery of goods and services is an essential part of the consideration to be received by Northwest Fire District.

All delivery will be made prior to the expiration date of the agreement. Delivery made after the expiration date of the agreement will be at Seller's sole risk, and invoices for delivery made after the expiration date of the agreement will be rejected.

A guaranteed delivery date, or interval period from order release date to delivery, must be given if requested by the Price Bid document.

Upon receipt of notification of delivery delay, Northwest Fire District at its sole option may cancel the order or extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of the District.

To mitigate or prevent damages caused by delayed delivery, the District may require contractor to deliver additional quantity utilizing express modes of transport, and or overtime, all costs to be contractor responsibility. The District reserves the right to procure from alternate source, and/or refuse receipt of or return delayed deliveries, at no cost to the District.

Contractor will not be held responsible for unforeseen delays caused by fires, strikes, acts of god, or other causes beyond Contractor's control, provided that Contractor provided prompt notice of delay as soon as Contractor had knowledge of said delay.

**12. TAXES, FEES, EXPENSES:**

Articles sold to Northwest Fire District are exempt from federal excise taxes. Northwest Fire District will furnish an exemption certificate upon request. No separate charges for delivery, sales tax, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, or proposal preparation, will be paid by Northwest Fire District, unless expressly included and itemized by the solicitation documents. Pricing evaluations will be based on pre-tax pricing offered by vendor.

**13. PAYMENT TERMS:**

Payment terms are net 30, unless otherwise specified by the solicitation documents.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****14. ACCEPTANCE:**

Northwest Fire District will not execute an acceptance or authorize payment of any equipment or component prior to delivery and verification that all the specifications have been met.

**15. RIGHTS AND REMEDIES OF NORTHWEST FIRE DISTRICT FOR DEFAULT:**

In the event any item furnished by the seller in the performance of the contract or purchase order should fail to conform to the specifications thereof, or to the sample submitted by the vendor with their proposal, Northwest Fire District may reject same, and it shall thereupon become the duty of the seller to reclaim and remove the same, without expense to Northwest Fire District, and immediately replace all such rejected items with others conforming to the specifications or samples: provided that should the seller fail, neglect, or refuse to do so, Northwest Fire District, shall have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to the seller the difference between the price named in the contract or purchase order and actual cost to Northwest Fire District. In the event the seller shall fail to make prompt delivery as specified of any item, the same conditions as to the rights of Northwest Fire District to purchase in the open market and invoke the reimbursement condition above shall apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government. In the event of cancellation of the contract or purchase order, either in whole or in part, by reason of the default or breach by the seller, any loss or damage sustained by Northwest Fire District in procuring any items which the seller agreed to supply shall be borne and paid for by the seller. The rights and remedies of Northwest Fire District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

**16. FULL AND COMPLETE PERFORMANCE:**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the blanket contract, purchase order or contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

**17. GRATUITIES:**

Contractor shall not give, offer to give, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. The District may cancel this contract if it is found that gratuities in the form of entertainment, gifts or otherwise, were offered or given by contractor or any agent or representative of contractor, to any employee of the District with a view toward securing a contract or with respect to the performance of this contract.

**18. FRAUD AND COLLUSION:**

Each offeror, by submission of a proposal, proclaims and agrees that no officer or employee of Northwest Fire District or of any subdivision thereof has: 1) aided or assisted the offeror in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other offeror; 2) favored one offeror over another by giving or withholding information or by willfully misleading the offeror in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly accept materials or supplies of a quality inferior to those called for by any contract; 4) any direct or indirect financial interest in the proposal. Additionally, during the conduct of business with Northwest Fire District that the offeror will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that the person or entity to whom a contract has been awarded has, in presenting any proposal, or proposals, colluded with any other party or parties for the purpose of preventing any other proposal being made, then the contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by Northwest Fire District.

**19. OTHER PARTICIPATING GOVERNMENTAL ENTITIES:**

Northwest Fire District has entered into cooperative purchasing agreements with other agencies in order to conserve resources, reduce procurement costs and improve the timely acquisition and cost of supplies, equipment and services. The Seller, to whom a contract or purchase order is awarded, may be requested by other parties to extend to them the right to purchase supplies, equipment and services provided by the Seller under this contract, pursuant to the terms and conditions stated herein.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****20. PATENT INDEMNITY:**

Offeror shall hold Northwest Fire District, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order. Offerors may be required to furnish a bond or other indemnification to Northwest Fire District against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

**21. UNFAIR COMPETITION AND OTHER LAWS:**

Responses shall be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable District, State, and Federal laws and regulations.

**22. CONFLICT OF INTEREST:**

All agreements are subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all resultant contracts or purchase orders as if set forth in full herein.

**23. NON-DISCRIMINATION:**

Offeror shall not discriminate against any District employee, client or individual in any way because of the person's age, race, creed, color, religion, sex, disability or national origin in the course of performing the offeror's duties pursuant to any contract or purchase order issued as a result of this solicitation. Offeror shall comply with executive order 75-5, as amended by executive order 2009-09, which is incorporated into this solicitation by reference as if set forth in full herein.

**24. NON-APPROPRIATION OF FUNDS:**

This agreement may be canceled at the end of each fiscal year (June 30) if for any reason the Northwest Fire District Governing Board does not appropriate funds for the stated purpose of maintaining any agreement. In the event of such cancellation, Northwest Fire District shall have no further obligation, other than for services or goods that have already been received.

**25. PUBLIC INFORMATION:**

Pursuant to A.R.S. § 39-121.01 et seq., all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release and/or review by the general public including competitors.

**26. AMERICANS WITH DISABILITIES ACT:**

Offeror shall comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

**27. FEDERAL IMMIGRATION LAW COMPLIANCE:**

As mandated by Arizona Revised Statutes § 41-4401, the District is prohibited after September 30, 2008, from awarding a contract to any contractor or subcontractor that fails to comply with A.R.S. § 23-214(A). The District must also ensure that every contractor and subcontractor complies with federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A). Therefore, in signing or performing any contract for the District, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214(A);
- B. A breach of the warranty described in subsection A, shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract; and
- C. The District or its designee retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Contract to ensure that the contractor or subcontractor is complying with the warranty under subsection A.

**28. TERRORISM COUNTRY DIVESTMENTS:**

By entering the contract, Contractor warrants compliance in accordance with A.R.S. 35-392, and hereby certifies that the Contractor is not in violation of the Export Administration Act and is not on the Excluded Parties List.

**29. PROTESTS:**

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****30. NON-EXCLUSIVE:**

Agreements resulting from this solicitation are non-exclusive and are for the sole convenience of Northwest Fire District which reserves the right to obtain like goods and services from other sources for any reason.

**31. TERMINATION:**

District reserves the right to terminate any contract, purchase order, or award, in whole or in part at anytime, when in the best interests of the District, without penalty or recourse. Upon receipt of written notice, contractor shall immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to the District. In the event of termination under this paragraph, all documents, data, and reports prepared by the contractor under the contract shall become the property of and be promptly delivered to the District. The contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 shall apply.

**32. CANCELLATION FOR NON-PERFORMANCE OR CONTRACTOR DEFICIENCY:**

The District reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. The District may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract
- Providing work and/or material that was not awarded under the contract
- Failing to adequately perform the services set forth in the scope of work and specifications
- Failing to complete required work or furnish required materials within a reasonable amount of time
- Failing to make progress in performance of the contract and/or giving the District reason to believe that contractor will not or cannot perform the requirements of the contract
- Performing work or providing services under the contract prior to receiving a District purchase order for such work

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to the District. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the District on demand.

**33. CONFLICTS:**

In the event there are inconsistencies between the agreement documents, following is the order of precedence (superior to subordinate); contract or purchase order; special terms and conditions, standard terms and conditions, instructions to offerors, request for qualifications.

**34. COOPERATIVE USE OF RESULTING CONTRACT OR PURCHASE ORDER:**

As allowed by law, the District has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by the District. The Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the District contract. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the District agreement and are required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting agreement. Any such usage shall be in accordance with State, District and other Public Agency procurement rules, regulations and requirements and shall be transacted by contract or purchase order between the requesting party and Contractor. Contractor shall hold harmless the District, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use.

**END OF STANDARD TERMS AND CONDITIONS**

### **III. SPECIAL TERMS AND CONDITIONS**

#### **1. SCOPE:**

Northwest Fire District (NWFD) is soliciting Statements of Qualifications from contractors for collection services. It is the intention of Northwest Fire District to enter into a contract for collection services.

#### **2. BACKGROUND:**

The District has a number of low dollar accounts and moderate dollar accounts the District has attempted to collect on. Accounts are considered delinquent after 90 days. The types of accounts include emergency medical transport billing and out of district response collections. The annual dollar volume for these accounts is estimated to be around \$50,000 per year.

#### **3. SPECIFICATIONS:**

The Contractor shall provide collection service to the District and shall be qualified to perform all the required services. For purposes of this contract, the Contractor shall:

- Accept accounts of five hundred dollars (\$500.00) or more, and shall report accounts to credit bureaus as soon as possible.
- Not be limited on the number of District accounts that Contractor's computer system can hold, and said system shall have the capacity to maintain a minimum of three years of District accounts.
- Send acknowledgement of accounts to the District within five (5) business days from assignment. Acknowledgment shall include, but not be limited to, the account number, name, dollar amount, total number of accounts, total dollar amount, and the date assigned.
- Continue attempting to collect accounts until the account is collected or for 7 years, whichever occurs first. It is not acceptable to return accounts to the District before 7 years unless they are collected or the District has requested the accounts be returned.
- Provide the District with an electronic copy of reports.
- Accommodate the District needs with various customized reports and shall be timely and flexible in changing format on reports as needed.
- Employ an in-house Spanish speaking collector available to converse with Spanish speaking clients.
- Send notices written in Spanish when appropriate.
- Understand and agree that the District can cancel (recall) any account at will at any time.
- Ensure that monthly statements with remittance are received by the District's Accounts Receivable Department no later than the 10<sup>th</sup> of each month. Such monthly statements shall include but not be limited to: District's account number (minimum 20-character field), responsible party name on account, "patient" name, date assigned to Contractor, date of payment, status, amount paid to Contractor, amount paid to District, Contractor's fee due. If Contractor submits an invoice before the 10th of the month, they usually receive payment before the end of the month. Contractors can be paid by check or electronically.
- Provide one (1) electronic copy of the monthly client inventory listings (all accounts assigned by type) to the District's Finance Director or a designee to include but not be limited to: District account number (minimum 20-character field), responsible party name on account, "patient" name, original dollar amount assigned, date assigned to Contractor, current balance due less collection fee, collection fee, last charge date, last payment/action date. An Excel file is the preferred format.
- Submit, on a quarterly basis, to the District's Finance Director or a designee a Performance Analysis Report. This report must detail, by month and year, the number and dollar value of accounts assigned, the average balance, the dollar amount collected, the recovery rate, the Contractor's fee as well as the present number and dollar inventory.
- At the Finance Director or a designee's request, Contractor shall immediately submit for audit, records of all accounts the District has assigned to the Contractor. If the audit shows any discrepancy in Contractor's accounts, Contractor agrees to rectify the discrepancy and to pay to the District immediately any additional amount that the Finance Director or her designee finds to be due.

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)

- The Contractor understands and agrees that upon termination, cancellation, or expiration, the District may require the Contractor to immediately return to the Finance Director all District accounts that have been assigned to Contractor, together with any amounts due the District. If Contractor subsequently receives any payment on a District account, Contractor shall report the amount received immediately by telephone to the Finance Director or a designee, and Contractor shall promptly pay the District the amount due.

#### **4. MINIMUM QUALIFICATIONS:**

Offerors shall meet all minimum qualifications. Failure to provide information required by these Minimum Qualifications may be cause for the respondent's proposal to be rejected as **Non-Responsive**.

- a. Minimum 5 years relevant experience in collection services
- b. At least 3 references from Public Safety or Fire Districts/Departments

Offerors shall submit with their proposals verifiable documents that prove satisfaction of the minimum qualification:

- a. Offerors shall complete the Price Sheet contained in **Appendix I: Price Sheet** and return the form with information/documentation as requested.
- b. Offerors shall meet all Minimum Qualifications contained in the **Appendix II: Minimum Qualifications Verification Form** and return the form with information/documentation as requested.
- c. Offerors shall also provide a minimum of three (3) satisfactory references of current clients. The services and products provided to those clients shall be of those defined in this Request for Qualifications. Offerors are to provide references contained in **Appendix III: Reference Form** and return the form with information/documentation as requested.

If you intend to use any subcontractors for this proposal, you shall include the required subcontractors' information in responding to the afore-mentioned minimum requirements and questionnaire. Failure to provide such information may cause your proposal to be deemed **NON-RESPONSIVE**.

#### **5. EVALUATION AND AWARD CRITERIA:**

The District intends to contract with the qualified firm(s) and/or individual(s) whose proposals are deemed to be most advantageous to the District. No contract shall be awarded solely on the basis of price. Cost is a factor in selection. However, only those proposals determined to best meet all of the requirements of the Request for Qualifications will be given consideration.

Northwest Fire District shall evaluate proposals meeting the minimum qualifications and deemed RESPONSIVE. Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.

District reserves the right to request additional information and/or clarification. Any clarification of a proposal shall be in writing. Recommendation for award will be to the responsible and responsive offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation criteria set forth in this RFQ.

Responsiveness to this Request for Qualifications and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of NWFD, and the District's decision shall be final.

##### **A. Evaluation Criteria and Points**

Evaluation of proposals will be by a committee comprised of District personnel. The evaluation may consist of two phases. In Phase One, the Evaluation Committee will evaluate, score and rank the responses utilizing the Phase One Criteria listed below. Each numeric ranking will be weighted based on a relative weighting assigned by the Evaluation Committee.

After final scoring of the Phase One Criteria, a short-list and ranking may be created. The short-listed Offerors may proceed into a Phase Two Evaluation. Vendors no longer being considered will be notified by the District in writing. If the District

does not proceed into Phase Two Evaluations, the scoring of Phase One shall determine the ranking for contract award recommendation.

Offerors who move on to Phase Two of the evaluation process may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration. Upon the conclusion of Phase Two, the District may request a Best and Final Offer from the vendors included in Phase Two.

Upon the conclusion of Phase Two activities, the District shall re-score the short-listed vendors according to criteria and/or questions vendors are asked to present at the Vendor Presentation. Re-scoring shall be based upon the original proposal as well as any additional information obtained during the Phase Two activities. Upon final scoring of the Phase Two activities, a ranking will be established. This ranking will determine the contract award(s).

Evaluation Criteria are listed below in order of relative importance. Your proposal must address these criteria in the order presented. Your response to these criteria must be organized in a clear and explicit manner so as to facilitate the evaluation process.

1.	Qualifications/Experience	40%
2.	Method of Approach	30%
3.	Cost	20%
4.	References	10%

**SPECIAL TERMS AND CONDITIONS (CONT.)****6. PROPOSAL SUBMITTAL:**

The Northwest Fire District will not assume responsibility for any costs related to the preparation or submission of the proposal. One original and three (3) copies of your proposal must be submitted. The original must be marked as "Original" on the cover, and the three copies, each marked as "Copy" on the cover. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visuals and other presentation aids are not required. In order for your proposal to be considered, the following should be included and should be referenced with index tabs:

Binders shall be INDEXED and tabbed in the order stated below, with each tab clearly labeled:

- Tab 1. Provide a one page Executive Summary that explains the proposed solution, cost of services and method of approach.
- Tab 2. Provide a brief history of your firm including name of firm, address and how long the firm has been in business and if applicable how long you have been providing collection services.
- Tab 3. Provide a thorough description of your solution and approach as it relates the district's needs as identified in the Scope of Services.
- Tab 4. Provide a STATEMENT OF QUALIFICATIONS.
- Tab 5. Provide a thorough description of the total cost of services and complete APPENDIX I: PRICE SHEET. Provide a unit cost schedule of fees for the services you are offering. The schedule of fees must also include travel and lodging.
- Tab 6. Complete APPENDIX II: MINIMUM QUALIFICATION VERIFICATION FORM.
- Tab 7. Complete APPENDIX III: REFERENCE FORM
- Tab 8. Provide any *pertinent* supplementary information regarding your firm's services or experience that may enable NWFD to become aware of the firm's qualifications. **Please use eco-friendly consideration and consumables when preparing your response. Elaborate brochures, expensive paper, bindings, visuals, presentation aids and packaging beyond that sufficient to present a complete and effective proposal is not desired.**
- Tab 9. **Please provide a signed copy of the Offer and Acceptance Page and all addendums. Proposals submitted without an original, signed copy of this document may be considered nonresponsive. Addendums are posted on the District web site <http://www.northwestfire.org/public-info/purchasing>.**

**SPECIAL TERMS AND CONDITIONS (CONT.)****7. PRICING:**

Offered pricing must remain firm for 365 days, for the initial term of the contract. The NWFD Purchasing Department will review fully documented requests for price/fee increases prior to any contract renewal. The requested price/fee increase must be based upon a cost increase that was clearly unpredictable at the time of proposal submittal, and can be shown to directly affect the price/fee of the item concerned. The NWFD Purchasing Department will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price/fee increase or an alternative option is in the best interest of the District. The vendor shall offer NWFD any published price/fee reduction during the contract period. All price/fee adjustments will be effective on acceptance by the NWFD Purchasing Department. Prices/fees, as indicated, shall include all costs associated with the specified service. Any extra or incidental costs must be indicated separately

Offered pricing shall include all incidental and associated costs to comply with the *Instructions to Offerors, Standard Terms and Conditions* and these *Special Terms and Conditions*.

All pricing shall be **“F.O.B. Destination, Freight Pre-Paid”** to the following destination(s):

Northwest Fire District  
1520 W. Orange Grove Rd.  
Tucson, AZ 85704

**8. BRAND NAMES:**

Specific brand of merchandise or equipment used in the specification is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict offers by other vendors. If specified items are not available, please submit an offer on suitable alternatives. Offeror must be prepared to submit an alternative sample at no cost to the District.

When specifications indicate a particular brand and model only, this is required because the specified item must meet a certain quality level, match an existing item or is part of an item already in use. If the brand and model specified only is not available the District reserves the right to consider alternatives. Additional criteria when considering alternatives under this situation shall include an evaluation of how well the alternative matches the specified item in quality, design, color, etc.

Consideration will be given to proposals on other brands quoted as “equal.” However, the Northwest Fire District will be the sole judge on the question of “equal quality.” After each item, full brand name, model, etc., must be written on the proposal form by all the offerors. Descriptive literature must accompany all proposals, if offering an alternative item.

**9. WARRANTY/GUARANTEE:**

All offeror(s) must guarantee full satisfaction of their products use, or permit unsatisfactory product to be returned collect for full money refund. All defective products shall be replaced and exchanged by the vendor. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall be paid by the vendor. All replacement products must be received by the District within ten (10) days of initial notification. If applicable, offeror shall indicate current pricing for an annual service contract, and estimated percent increase after the initial year service period expires. The district has the option to either accept or pass on future maintenance agreements. Offeror shall provide an example of a service support agreement with the proposal. Offerors must agree to provide maintenance and repairs after the first year.

**10. SAMPLES:**

May be required after proposal opening for evaluation. The samples received will be used to determine quality, durability and compliance with specifications. All samples are to be of the same quality as those materials to be supplied by successful offeror(s) upon proposal award. They shall be free of charge and be submitted within five (5) days of request and removed by the offeror at their expense. Award samples may be held for comparison with deliveries. The District shall not be held responsible for any samples damaged or destroyed in examination or testing. Samples not removed within thirty (30) days after notice to the offeror will be regarded as abandoned and the District shall have the right to dispose of them as its own property.

**SPECIAL TERMS AND CONDITIONS (CONT.)****11. QUANTITIES:**

Quantity(s) as shown are the District's best estimate of projected needs and are in no way guaranteed or implied. Payment will be made to successful offeror for actual quantity(s) ordered and received. Final quantity(s) will be based upon need and funds available at time of the order. In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful offeror(s). Successful offeror(s) will be contacted prior to placing subsequent orders for verification of proposal prices.

**12. ORDERING:**

DISTRICT will make releases by issuing purchase orders under this Agreement. Releases will be transmitted to Supplier via: email, fax or US mail.

Contract administration for the District may be performed by Raymond Thibault or the Northwest Fire District Logistics Division.

Quantities referred to are estimated quantities, and Northwest Fire District reserves the right to increase or decrease these amounts as circumstances may require. No guarantee is made as to the actual work that will be performed during the term of the contract.

Any increase in excess of amount of work must be made through a fully executed change order or amendment to the contract. The contractor will work on an as-needed basis, with no limitations on the number of trips to the on-site locations.

**13. DELIVERY:**

Delivery is to be F.O.B. destination, freight prepaid to the Northwest Fire District, as indicated on the purchase order. Orders will be placed as soon as possible after proposal opening for delivery. Failure to deliver order within the specified time frame may result in purchase order cancellation. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain district purchase order number, vendor name and name of the article.

**14. ACCEPTANCE:**

Acceptance of the goods and services shall be made by the Northwest Fire District as designated on the issued Order in accordance with this agreement. Acceptance is required prior to commencement of Payment terms.

**15. CONTRACT PERIOD:**

It is the intent of the District to award a multi-term contract for the specified services beginning upon award. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive years. Renewal shall be a mutual agreement between the awarded firm and the Northwest Fire District. However, no contract exists unless and until a purchase order is issued.

Conditions for renewal of the contract shall include, but not be limited to, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the proposal documents, and continued competitive prices for the services and/or products provided under the original contract.

**16. CONTRACT LIAISON:**

The Contract Liaison for any contract awarded under this Request for Qualifications will be David Gephart, (520) 887-1010. The Contract Liaison shall act as the District's contract manager and oversee performance under the contract.

The Contract Liaison may provide the offeror with general guidance as to the contract performance. However, this individual is not authorized to make changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the District's Purchasing Department.

**SPECIAL TERMS AND CONDITIONS (CONT.)****17. ADDITIONAL SERVICES:**

The District reserves the right to add related services to the contract at any time during the contract period. The District shall contact the contractor for prices prior to adding any service, and may at NWFD's sole option, accept the quoted price or purchase elsewhere those services.

**18. DEMONSTRATIONS:**

All offerors may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration.

**19. BILLING:**

Contractor shall submit Request(s) for Payment/Invoices to the District for goods and services provided in accordance with the contract. Said documents shall reference the District Contract number under which the charges authorized, and assign and reference all charges to a particular line item defined by the contract.

Invoices are not considered received until verified and received by Financial Operations. Invoices must be sent to:

Northwest Fire District  
Accounts Payable  
5225 W. Massingale Rd.  
Tucson, AZ 85743

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)

**SPECIAL TERMS AND CONDITIONS (CONT.)**

The proposal shall be bound and indexed in the exact order as indicated above (except that Reference Forms are to be submitted separately, directly from the reference firm to the District).

**20. BEST AND FINAL OFFER**

District reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.

In the event that discussions are held and clarifications are requested, a written request for best and final offers shall be issued. The request shall set forth the date, time, and place for the submission of best and final offers. If offerors fail to respond to the request for best and final offer or fail to submit a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.

**21. PROCUREMENT CONTACT:**

Questions regarding this solicitation should be submitted in writing to Logistics Division, Attention: Raymond Thibault. All offers shall reference the Solicitation Number and Title. Questions submitted within 8 days of the solicitation Due Date may not be answered.

Fax: (520) 887-1034 email: [rthibault@northwestfire.org](mailto:rthibault@northwestfire.org)

**VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.**

**22. PRE-PROPOSAL CONFERENCE:**

All interested parties may attend a pre-proposal conference that will be held at the time and place indicated on the cover page. The purpose of the conference is to clarify, if necessary, the terms of this Request for Qualifications, and to prevent any misunderstanding of the District's intention in this matter. If anyone should have a discrepancy in, or omission from, the general terms and conditions of this Request for Qualifications, or if in doubt as to their meaning, such matters should be presented at this conference so that written addendum may be given if necessary. Oral statements or instructions will not constitute an amendment to this Request for Qualifications.

**23. INSURANCE CLAUSE:**

Certificates of Insurance shall be provided by the successful firm(s) or individual(s) providing Commercial Liability Coverage within ten (10) days after the District issues a notice of award. Liability coverage shall include automobile liability and is required in an amount of not less than \$1 million per claim with a general aggregate of at least \$1 million. The Certificate(s) of Insurance shall name the District as an additional insured. Professional Liability Insurance (for errors, omissions and malpractice coverage) shall be provided with limits of at least \$1 million per claim and \$1 million per aggregate to be maintained by the successful offerors. If the policy is written on a claims-made basis, offeror warrants that any retroactive date under the policy precedes the effective date of this contract and that continuous coverage will be maintained for a period of two years beginning from the time work under the contract is completed. The cost of the Insured's defense will not be deducted from the amount of insurance available to pay claims. Terms of professional liability insurance may be modified upon a showing that the required terms are not readily available in the commercial market.

A certificate of Workers' Compensation Insurance shall be provided by the successful offeror(s). Workers' Compensation Insurance shall be in compliance with State statute.

Each insurance policy required by the District shall not be cancelled or reduced in coverage or limits except after thirty (30) days written notice to the District.

All certificates are to be received and approved by the District prior to the beginning of the contract period. Failure to maintain the required insurance or provide evidence of insurance shall be considered a material breach of contract.

**END OF SPECIAL TERMS AND CONDITIONS**

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)

**APPENDIX I: PRICE SHEET****OFFEROR'S NAME:** \_\_\_\_\_

Contractor shall indicate all options for payment available to the District below. Fees must include all expenses necessary to effectively conduct and complete the services outlined herein. The prices stated below must include all necessary costs including, but not limited to, hourly labor rate, materials, overhead, administrative charges, taxes, profit, insurance, estimated travel expenses and any other applicable expenses.

Contractor shall be paid \_\_\_\_\_% of amount collected pursuant to performance of service under this contract.

Please list any additional fees and/or charges applicable to the requested services.

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**END OF APPENDIX I****Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)**

**APPENDIX II: MINIMUM QUALIFICATIONS VERIFICATION FORM****OFFEROR'S NAME:** \_\_\_\_\_

Proposals not meeting the minimum qualifications will be deemed *NON RESPONSIVE* and will not be considered for further evaluation.

If defined in this solicitation, provide documented and verifiable evidence that your firm satisfies the Minimum Requirements, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Minimum qualifications of the offeror's company	Yes/No	
2	Minimum qualifications of the proposed key personnel	Yes/No	
3	Provide copies of license, certifications, accreditation, etc.	Yes/No	
4	Additional MQ if any.	Yes/No	

Submitted by (Printed Name and Title): \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**END OF APPENDIX II**

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)

**APPENDIX III: REFERENCE FORM****OFFEROR'S NAME:** \_\_\_\_\_**REFERENCES:** Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers of customers who have done business with your firm:**REFERENCE 1**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

**REFERENCE 2**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

**REFERENCE 3**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

Attachment: 1604 Collection Services (2016-133 : 1604 Collection Services)

**END OF APPENDIX III**

**The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.**

**VENDOR INFORMATION/SERVICE:** All offerors must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District's best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address and/or E-mail to which purchase orders are to be sent.

#### COMPLIANCE TO SCOPE OF WORK

Is Descriptive literature enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Offer and Acceptance Page properly signed? Proposals submitted without an original, signed Offer and Acceptance Page may be deemed nonresponsive.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are addendums signed and attached? <a href="http://www.northwestfire.org/public-info/purchasing">http://www.northwestfire.org/public-info/purchasing</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### PRICE

Please Indicate number of days that prices are firm.	
Are prices indicated by unit and totals?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**OFFER AND ACCEPTANCE****RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT WITH THEIR BID**

Print or type in ink the requested information. **TYPEWRITTEN RESPONSES ARE PREFERRED.**

**OFFER****TO THE NORTHWEST FIRE DISTRICT**

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph (1) of the Northwest Fire District Standard Terms and Conditions.

**For clarification of this offer, contact:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**CERTIFICATION**

By signature in the Offer Section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**ACCEPTANCE OF OFFER**

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request For Qualifications, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the District.

This contract shall henceforth be referred to as Contract No. 1604. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order.

**NORTHWEST FIRE DISTRICT**, a political subdivision

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Michael J. Brandt  
As Northwest Fire District Fire Chief and not personally

\_\_\_\_\_  
George Carter  
As Northwest Fire District Chair and not personally

\_\_\_\_\_  
Thomas A. Benavidez

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